



Cincinnati Police Department STAFF NOTES

December 21, 2010

Colonel Thomas H. Streicher, Jr., Police Chief



Planning Section

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1. REVISIONS TO [PROCEDURE 12.020](#), UNIFORMS, RELATED EQUIPMENT AND PERSONAL GROOMING, [PROCEDURE 12.030](#), VEHICLES: ASSIGNMENT, USE AND MAINTENANCE, AND [PROCEDURE 12.715](#), PROPERTY AND EVIDENCE: CONFISCATION, ACCOUNTABILITY, PROCESSING, STORAGE AND RELEASE

Procedure 12.202, Uniforms, Related Equipment and Personal grooming, Procedure 12.030, Vehicle: Assignment, Use and Maintenance, and Procedure 12.715, property and Evidence: Confiscation, Accountability, Processing, Storage and Release have been revised to inform personnel of the processes to be followed in the event of a bed bug infestation.

When bed bugs are found on an employee, a thorough visual inspection will be conducted to identify affected areas and the employee will be provided a private place to do a visual self-inspection. If possible, the bed bugs will be removed and placed in a plastic bag. The bed bugs should be destroyed by crushing and disposed of. The employee's unneeded personal items will be placed into a plastic bag and tightly sealed and then placed into another plastic bag. The sealed bag may remain in the workplace with the employee. ***The employee does not need to be removed from the workplace.*** The employee will be provided with the Cincinnati Health Department Bed Bug Brochure, located on the City's web page and informed to contact a licensed pest control operator with experience in bed bugs to help control problems at home.

When bed bugs are found in a city facility or city vehicle, a supervisor will confirm the existence of the bed bugs. Custodial staff will be notified to vacuum the affected area within a city facility during the end of the day cleaning routine and employees will be informed they may obtain a Cincinnati Health Department brochure and DVD from the Health Department. Affected city vehicles will be taken out of service. A supervisor will complete and fax a Cincinnati Health Department Incident Report to the Health Department. The administrative assistant will contact the vendor contracted with the city for eradicating bed bugs. A vehicle treated for bed bugs will remain out of service for 48 hours.

Evidence suspected of containing bed bugs will be collected and packaged in accordance to the Investigation and Forensics Manuals. All openings on property envelopes and bags will be completely sealed with packing tape. The evidence will be processed outdoors when possible, lining the work area with plastic sheeting. Upon completion, the plastic will be carefully folded and disposed of by placing in tightly sealed plastic bags. The outside of the property envelopes/bags will be clearly marked as possibly containing bed bugs.

These revisions are effective immediately. Personnel should review the revised procedures in their entirety. The revised procedures are available on the Intranet and on the Department web page.

2. ENTERING WORK PLANS IN THE STRATEGIC PLAN PROGRESS REPORT DATABASE

The Strategic Plan Progress Report database is accessible for data input. District/section/unit commanders assigned as owners will enter their specific work plan(s) in the database by January 10th for the previous six months. Each work plan must correspond to the related strategic direction/strategy/objective. Multiple work plans can be submitted for a single objective.

Bureau commanders will review and approve work plans in the Strategic Plan Progress Report database entered by their districts/sections/units by January 15, 2011. Upon approval, each bureau commander will email Captain Stephen Luebbe, Planning Section Commander, when their bureau's work plans are ready for submission to the Department Intranet. Sergeant Danita Kilgore, Public Information Office, and Mr. Gregory Baker, Community Relations Section, will also email Captain Luebbe when their work plans are completed.

The inclusive reporting dates for this report are July 1, 2010, through December 31, 2010.

3. PAROLE HEARING FOR ERIC SHEILDS

On June 12, 1993, Eric Shields attempted to shoot and kill two Cincinnati Police Officers. Police Specialist Joyce Neville-Lipps and Lieutenant Emmett L. Gladden, Jr. were injured by gunfire after responding on a radio run for a "man with a gun" at 1288 Homeside Avenue in College Hill. Mr. Shields fired upon both officers striking Specialist Neville-Lipps in the hand and Lieutenant Gladden below his left shoulder-blade. Mr. Shields then fled the scene on foot. Numerous officers conducted a search of the area and located Mr. Shields hiding in the basement of a nearby home, still in possession of the firearm. Mr. Shields was later found to be the same individual who had been shooting at police vehicles traveling on Westwood Northern Boulevard. Mr. Shields was convicted on four counts of Attempted Murder of police officers and sentenced to a minimum of eleven years to a maximum of fifty years in prison at the Grafton Correctional Institution – Ohio Department of Rehabilitation and Correction.

On October 8, 2010, inmate Eric Shields appeared before the Ohio Parole Board for a Release Consideration Hearing. The Ohio Parole Board granted this offender a projected release date of on or after July 1, 2011.

The entire Cincinnati Law Enforcement Community is vehemently opposed to the release of this prisoner back into society and is soliciting letters to ensure this violent individual, who has no regard for Law Enforcement, remain in prison. When writing the letter, the following information **must** be included:

- ✓ Inmate Name: Eric Shields
- ✓ Inmate Number: A288796
- ✓ Correctional Facility: Grafton Correctional Institution
- ✓ Date of Incarceration: March 22, 1994

Please address correspondence to:

- Ohio Parole Board
- Adult Parole Authority
- 770 West Broad Street
- Columbus, Ohio 43222-1419

Please share this information with our community partners so they can respond to the Parole Board, as well as, show their support for Specialist Neville-Lipps and Lieutenant Gladden.

4. LAW ENFORCEMENT CONGRESSIONAL BADGE OF BRAVERY

Nominations are being accepted for the Law Enforcement Congressional Badge of Bravery. Enacted in 2008, the Law Enforcement Congressional Badge of Bravery Act honors federal, state, local, and tribal law enforcement officers for exceptional acts of bravery while in the line of duty.

According to the Act, public safety officers that meet the following criteria are eligible to receive the Congressional Badge of Bravery. Officers must be:

A federal, state, local, or tribal law enforcement officer(s) nominated by his or her agency head, who:

- Sustained a physical injury while-
 - Engaged in the lawful duties of the individual;
 - Performing an act characterized as bravery by the agency head making the nomination; and
 - Put the individual at personal risk when the injury occurred; or
- While not injured, performed an act characterized as bravery by the agency head making the nomination that placed the individual at risk of serious physical injury or death.

Those selected to be recipients will be awarded a Congressional Badge of Bravery for acts of bravery performed between January 1, 2010, and December 31, 2010.

Nominations should be submitted on a Form 17 through the chain of command. Nominations must be received by February 7, 2011.

Questions regarding the Law Enforcement Congressional Badge of Bravery Program or the nomination process should be directed to Sergeant Danita Kilgore, Public Information Office, by email or phone at 352-3519.

5. TRAINING BULLETIN #2010-14, BED BUGS

Training Section has developed Training Bulletin #2010-14, Bed Bugs, to educate Department personnel on bed bugs, what they look like, where they are likely to be found, and prevention methods. Training Bulletin #2010-14 is [attached](#) to these Staff Notes. Department personnel are also encouraged to view a two minute video produced by the Health Department on bed bugs.
(http://police.cinpd.rcc.org/training/health_eps17656.wmv)

Supervisors should complete a check off list to accompany the training bulletin to ensure all officers and supervisors have reviewed the bulletin. Completed check off lists shall be maintained in the district/section/units of assignment. Questions may be directed to Sergeant Dwayne Wilson, Training Section, at 564-1061.

6. AWARENESS AND RESPONSE TO BIOLOGICAL EVENTS TRAINING

Cincinnati-Hamilton County Homeland Security will sponsor a grant funded course, *Awareness & Response to Biological Events*, on Wednesday, February 16, 2011, from 0800 to 1600 hours, at the Police Academy. The course is free. There will be no overtime provided to attend the training.

This course will provide an overview of the biological threat the United States now faces. The course also outlines biological agents which are naturally occurring or could be used deliberately, and methods of protection from biological events (with an emphasis on protection using methods and equipment readily available to emergency responders). Additional information regarding the training and a course registration form are [attached](#) to these Staff Notes.

Personnel interested in attending the training must submit a Form 17 and the completed registration form through their chain of command. **Bureau commanders should submit a prioritized list of approved names and the completed registration form for each officer, to the Police Academy no later than Monday, January 3, 2011.** Based upon the list, slots will be divided among the bureaus. The Police Academy will notify all bureau commanders of the final approved roster by Friday, January 7, 2011.

Questions regarding this training should be directed to Ms. Sabrina Burton-Simonson, Training Section, at 357-7552.

7. POLICE EXECUTIVE LEADERSHIP COLLEGE (PELC)

The Police Executive Leadership College (PELC) is currently accepting applications for their 2011 programs. The scheduled dates are:

- PELC #59 (Spring 2011); April 4-8, May 2-6, June 6-10
- PELC #60 (Fall 2011); September 12-16, October 10-14, November 14-18

PELC is a three week course presenting leadership topics to key executives. It is based on the premise that leadership skills can be learned and that given the opportunity for feedback and practice, executives can substantially improve their abilities to lead. PELC will teach executives how to practically apply leadership concepts. It is an intensive learning experience focused on leadership skills vital to long term personal success and change in the organization, both for the benefit of the community.

The PELC program is limited to lieutenants and above. Personnel interested in attending PELC should submit a Form 17, through the chain of command, to Sergeant Dwayne Wilson, Training Section, by Tuesday, December 28, 2010. Questions should be directed to Sergeant Dwayne Wilson, Training Section, at 564-1061.

8. SUGGESTION BOX RESPONSES

The following anonymous suggestions were received through the Chief's Suggestion Box:

Can someone please acknowledge suggestions? I have made several suggestions that have never been acknowledged received. It would be nice to know if they were actually read.

Could suggestions be sent out in the Staff Notes every quarter (for example). A lot of good ideas are submitted but never heard of again. Sometimes, a small selective portion of suggestions are responded to.

All suggestions received through the Chief's Suggestion Box program are gathered, presented to, and reviewed by the Police Chief. Many of the suggestions are referred to the appropriate bureau commander for review and require response back to the Chief. Some of these suggestions have resulted in changes to policy and procedure. However, there are some suggestions received that, despite being positive suggestions, are impractical to implement for numerous different reasons.

Some suggestions received relate directly with personnel conflict, and/or personal issues. These matters dictate discretion and should not be addressed in a public manner, such as the Staff Notes.

9. THANK YOU LETTERS

[Attached](#) to these Staff Notes are letters of appreciation and praise written to the Police Chief for the professionalism displayed by our Department, specifically the following personnel:

Sergeant Diana Reed
Police Officer Thomas Haas

Police Officer Howard Smith, Jr.

12.020 UNIFORMS, RELATED EQUIPMENT, AND PERSONAL GROOMING

Reference:

Procedure 12.033, Mountain Bikes: Assignment, Use, and Maintenance
Procedure 18.110, Department Medals, Awards, and Recognition
Manual of Rules and Regulations – 3.01, 7.04, 8.01, 8.02, 8.03, 8.04

Definitions:

Heat exhaustion – is characterized by muscle cramps, fatigue, headache, nausea or vomiting, and dizziness or fainting. The skin is often cool and moist, indicating that the body's mechanism for cooling itself (i.e. sweating) is still functioning. The pulse rate is typically fast and weak, and breathing is rapid and shallow. If untreated, heat exhaustion can progress to heatstroke.

Heatstroke – is a serious, life-threatening condition characterized by a high body temperature (above 103 degrees Fahrenheit or 39.4 degrees Celsius); red, hot and dry skin (no sweating); rapid, strong pulse; throbbing headache; dizziness; nausea; confusion; and unconsciousness. Symptoms can progress to encephalopathy (disease of the brain), liver and kidney failure and multiple organ system dysfunction. Prompt treatment with aggressive fluid replacement and cooling of core body temperature is critical to reducing morbidity (sickness) and mortality (death rate).

Purpose:

Require all sworn personnel adhere to an approved uniform, equipment and grooming standard.

Policy:

Sworn personnel will wear only uniforms and equipment issued or approved by the Department.

Sworn personnel will maintain in good repair and have available a complete uniform and all related equipment.

Uniformed personnel will carry the X26 Taser at all times.

Department personnel, whether on or off-duty, will wear their badge or Department issued identification (ID) card while in a police facility.

On-duty Department employees will be properly groomed and dressed and be in possession of their authorized firearm, badge, and ID card. Department employees will wear either the uniform of the day (for their respective unit) or acceptable business attire of conservative color and design.

Information:

During times of extreme high temperatures officers should:

- Use extreme caution anytime the relative humidity level is greater than 75%.
- Limit their intake of caffeine.
- Limit their intake of alcohol off-duty.
- Replace fluids on a one-to-one ratio. Fluids replaced should not be exclusively water; sports drinks with electrolytes should be consumed as well.

Officers should be aware that numerous prescription medications may contribute to heat related illnesses. It is recommended that officers enter an air-conditioned environment for at least ten minutes each hour (e.g. patrol cars, districts, sub-stations), and limit the intensity of exercise and exertion to periods of less than ten minutes per work/rest cycle.

Bed Bugs: Bed bugs are becoming a very common problem that significantly impacts our general quality of life, but they are not known to transmit diseases. The home of any person can be infested by bed bugs, regardless of sex, race, or economic status. Every employee will be treated with discretion, dignity and respect when dealing with this issue. An employee found to have a bed bug/bed bugs on their person does not need to be removed from the workplace.

Procedure:

A. Calendar for the Uniform of the Day

1. On May 16, uniformed personnel will begin wearing the summer cap, short sleeve shirt, and necktie.
 - a. Specialists/police officers whose primary function is field duties, including all specialists/police officers assigned to a uniformed shift, are exempt from wearing the necktie.
 - 1) Specialists/police officers in assignments such as collators, staff assignments, etc., will wear the necktie.
 - b. All personnel will wear the necktie when wearing any uniform coat.
 - c. Captains and assistant chiefs will wear long sleeve shirts and ties throughout the year.
2. On October 1, uniformed personnel will begin wearing the winter cap, long sleeve shirt, and necktie.
3. The Patrol Bureau Commander or designee will determine the uniform of the day in unseasonable weather.

- a. If the uniform of the day is nylon jackets, personnel may wear either the windbreaker or storm jacket.

B. Uniforms/Related Equipment - Wearing and Specifications

1. The Police Department issues the following uniform parts and equipment to each sworn officer:
 - a. Hat and wreath
 - 1) The summer and winter uniform hat and wreath is worn straight on the head with the visor down over the forehead.
 - a) Do not tilt the hat or wear it on the back of the head.
 - 2) An officer will wear the "CPD" embroidered insulated cap when any of the following apply:
 - a) Whenever the OIC designates it as the uniform of the day.
 - b) Whenever the outdoor temperature is 30 degrees or below.
 - c) Anytime an officer is exposed to adverse weather conditions for extended periods of time.
 - 1] The "CPD" embroidered insulated cap will not be issued to or worn by Captains and above.
 - b. Ike jacket/blouse - dress uniform
 - c. Nylon windbreaker
 - d. Nylon storm jacket
 - e. Raincoat and/or all-weather coat
 - f. Topcoat - captains and above
 - g. Trousers – summer, winter, and all-weather
 - h. Body armor
 - 1) All sworn personnel below the rank of captain will wear body armor while on-duty or when working off-duty extension of police services details.
 - 2) Captains and above will wear body armor when actively involved in field operations.
 - 3) Personnel will wear body armor with both front and back ballistic panels inserted.

- 4) Bureau commanders can approve exemptions to the wearing of body armor. The officer must submit a written request through the chain of command. The bureau commander will consider the following exceptions that, if approved, will expire January 1 each year:
 - a) Administrative and staff assignments including district/unit desk personnel. A position, rather than an individual, may be exempt.
 - b) Non-uniform investigative assignments; a position, rather than an individual, may be exempt.
 - c) A medical condition which precludes the wearing of body armor:
 - 1] The officer must submit a statement from a physician identifying the condition.
 - 2] The physician's specialty must be consistent with the diagnosis and treatment of the identified condition.
 - 3] The officer has the responsibility for renewing the exemption. The exemption may be renewed using the same process above.
 - d) Wearing body armor is mandatory at all times, even during a heat emergency declared by the City Health Commissioner.
 - 1] Only the Police Chief or Acting Police Chief may approve the removal of body armor.
- 5) Exempt officers will have their body armor ready at hand while on duty.
- 6) Regardless of any exemptions, officers will wear body armor when executing an arrest warrant, search warrant, during stakeouts which may require enforcement action, and when directed by a supervisor.
- 7) Off-duty officers are not required to wear body armor while attending court.
- 8) The body armor manufacturer has recommended body armor be stored in a cool dry place when not in use. This recommendation follows concerns over high temperatures affecting the integrity of the body armor.
 - a) Officers should avoid storage of body armor in the trunk or passenger compartment of a vehicle when high temperatures are likely to be present.

- i. Shirts - short and long sleeve
- j. Tie - black clip-on
 - 1) Officers may wear one small tie-tack, tie bar, or chain on the tie. The tie-tack, etc., may not be political, obscene, or offensive in nature.
 - 2) Refer any questionable items to Inspections Section.
- k. Name plates and Serving Since pins
 - 1) All uniformed personnel will wear one name plate and the Serving Since pin on the uniform shirt. The plate and pin combination will be worn on the center of the right breast pocket flap just below the seam.
 - 2) The second name plate and the Serving Since pin will be worn on the outermost garment, when appropriate.
 - 3) Name plates and the Serving Since pin are not worn on topcoats, raincoats, or nylon jackets.
 - 4) The Serving Since pin reflects the calendar year in which the employee became a sworn Cincinnati police or Park police officer, cadet, or a non-sworn employee of the Police Department.
 - 5) If there is a break in service of more than one year, the Serving Since pin will reflect the calendar year the employee returned to service.
- l. Unit identification emblem
 - 1) The unit identification emblem is worn on the left lapel of the Ike jacket or blouse.
- m. Rank insignia
 - 1) Supervisors will wear the rank insignia on the uniform shirt at all times to enable citizens and officers to easily identify uniformed supervisory personnel.
 - 2) Lieutenants and above will wear the rank insignia on the shoulder epaulets of the blouse, overcoat, or nylon storm coat.
- n. Badge and Department issued identification card
 - 1) Uniformed officers, civilian clothes officers, and off-duty personnel in civilian attire will carry/wear their assigned badge and Department issued ID card.

- a) Off-duty personnel and officers in civilian attire must properly identify themselves in the conduct of police activity by presenting their badge and Department issued ID card unless an emergency situation exists where their personal safety might be jeopardized.
 - b) Officers not in uniform, including off-duty officers, will wear their badge or Department issued ID card on or above the belt of their outermost garment while in a police facility.
 - 1] Bureau commanders may make exemptions for reasons of safety or practicality, e.g., district exercise rooms.
- 2) Department issued ID cards are replaced when:
- a) An officer is promoted.
 - b) An officer's appearance changes significantly, e.g., weight, color or length of hair, grows facial hair for a covert assignment, or removal of facial hair.
 - c) An officer's Ohio driver's license and Department official photographs are renewed every four years.
 - 1] Police Personnel Section routes the notice of expiration of the operator's license and file photographs to all bureaus/districts/sections/units.
- 3) Officers will respond to the Personnel Section, Monday through Friday between 0800-1600 hours for replacement of Department issued ID cards. Upon surrender of the expired card by the officer, Personnel Section will destroy the card and immediately issue the new card to the officer. Employees working hours other than those listed above will respond to CIS to have photos taken by a Criminalist. Employees must call, prior to responding, to ensure a Criminalist is available to take photos.
- a) All officers, except those in civilian clothes and covert assignments, i.e., Central Vice Control Section, Intelligence Section, etc., will respond with a white uniform shirt and necktie.
 - 1] All officers in civilian clothes and covert assignments, regardless of rank, will respond in proper business attire.
 - b) All officers in non-uniform assignments other than civilian clothes and covert assignments, e.g., Impound Unit, Supply Unit, etc., must respond with the white uniform shirt and necktie.

- c) One photograph is required for police officers and specialists.
 - d) Two photographs are required for uniformed sworn supervisors.
 - 1] One photo in white uniform shirt with necktie and collar insignia.
 - 2] One photo in white uniform shirt with necktie, without collar insignia.
- 4) Lost or stolen ID card
- a) Officers must provide Personnel Section with proof of loss or theft and a copy of the Form 301, Incident Report, when replacement cards are requested. Officers will:
 - 1] Immediately report lost and stolen cards to their supervisor.
 - 2] Teletype the loss or theft to all county agencies.
 - 3] Complete a Form 301.
 - b) Supervisors will investigate the circumstances and ensure a Form 301 is completed.
 - c) Supervisors will initiate a Form 17, through the chain of command, to Personnel Section explaining the circumstances of the loss or theft. Include in the form any negligence on the part of the officer.
 - d) The district/section/unit commander will determine the degree of negligence. Upon approval, forward the forms to the affected bureau commander.
 - e) The bureau commander will review and recommend corrective action to the Police Chief when negligence is a factor.
 - f) The supervisor will direct the employee to respond to Personnel Section for the issuance of a new ID card.
- 5) Damaged ID card
- a) The employee will respond to Personnel Section and exchange the damaged ID card for a new one.
 - b) Damaged cards will not require a Form 301 unless the damage is due to employee negligence.

- 1] If the damage is due to employee negligence, the employee will pay for replacement.
- 6) Non-sworn employees ID card
 - a) District/section/unit supervisors will ensure new non-sworn employees assigned to their unit respond to Personnel Section as soon as possible and have an ID card made. The employees will respond in proper business attire.
 - 1] The employee may respond to Personnel Section between 0800-1600 hours, Monday through Friday. Employees working hours other than those listed above will respond to CIS to have photos taken by a Criminalist. Employees must call, prior to responding, to ensure a Criminalist is available to take photos.
 - 2] Personnel Section will issue the completed ID card to the new employee immediately. If the photos are taken at CIS, the card will be mailed to the employee through Interdepartmental Mail.
 - b) Personnel, on or off-duty, will wear their Department issued ID card on or above the belt on the front of the outermost garment while in a police facility.
- 7) The ID card will be renewed every four years in conjunction with the renewal of the employee's Ohio driver's license.
- 8) Non-sworn employees leaving the Police Department due to retirement, resignation, or discharge will return the ID card to their supervisor.
 - a) The supervisor will forward the ID card to Personnel Section for destruction.
- o. Gunbelt
 - 1) Uniformed personnel will wear the Department issued gunbelt and all related equipment for the belt while on duty.
 - a) Officers will examine their gunbelts weekly for torn stitching, wear, loose rivets, etc. and have any deficiencies corrected.
- p. Keyhook
- q. Traffic control box key(s)
- r. Magazine pouches, pistol magazines, and ammunition
- s. Department approved firearm and holster

- 1) Worn on the officer's dominant side with the front edge of the holster in line with the leg trouser seam.
 - 2) Officers responding to court, in civilian attire, are required to carry the Department approved firearm. The firearm must be carried in a secure holster, concealed on their person.
- t. Handcuffs, key, and case
- 1) Officers may carry an extra set of personally owned handcuffs (Peerless or Smith & Wesson) in a black leather, two pocket handcuff case or in their CDOP bag. Belt rings or nylon cases are prohibited.
 - a) Officers must submit a Form 17 through the chain of command to the Supply Unit listing the brand name and serial number.
- u. X26 Taser
- 1) Uniformed personnel assigned to patrol duties will carry the Taser when making traffic stops, responding to calls for service, while on foot, mounted, bike patrol, or otherwise engaged in police duties where the likelihood of arrest or confrontational situations exist, e.g., School Resource Officer duties.
 - 2) Officers working uniformed off-duty police related outside employment details will carry the Taser.
- v. Radio swivel mount - worn on opposite side of firearm
- w. Glove pouch
- 1) Department issued Gould and Goodrich black leather pouch.
 - 2) Must contain 2 pairs of "Safeskin" Nitrile Exam Gloves.
- x. Flashlight
- 1) Must meet one of the following specifications:
 - a) Department issued plastic, three "D" cell battery flashlight.
 - b) Personally owned plastic, two or three "C" or "D" cell battery flashlight.
 - c) Personally owned rechargeable flashlight, with plastic housing or mini-light style, meeting the specifications listed above.

- 2) Officers may carry a supplemental mini-light, metal or plastic, two "AA" cell battery or rechargeable flashlight.
- 3) Any other style or size flashlight must have the written authorization of the Police Chief.
 - a) The Police Chief will authorize other styles for special assignment duties only, not for routine patrol usage.
- y. Utility bag
 - 1) On-duty officers will have the utility bag with them at all times.
 - a) District/section/unit commanders may make exceptions due to the nature of some special assignments, i.e., walking beat, bicycle, covert, etc.
- z. Riot helmet
 - 1) All on-duty officers will carry their riot helmet in their utility bag.
 - a) Officers will wear the riot helmet in potentially hazardous situations at the direction of a supervisor.
 - b) Supervisors can make exceptions to the above for walking beats, etc.
- aa. Auto-Lock baton and holder
 - 1) Uniformed personnel assigned to patrol must have the Auto-Lock baton readily available.
 - a) Uniformed personnel have the option of wearing the Auto-Lock baton on the gunbelt if space is available.
- 2. The following items are approved for wear with Department issued uniform parts and equipment:
 - a. Footwear - approved styles
 - 1) Black, laced, leather or high gloss, low or high cut, plain toe military shoe with welt last type sole.
 - 2) Black, laced, all leather plain toe military boots with welt last type sole.
 - 3) Black, winter or inclement weather boots or overshoes.
 - 4) All shoes and boots should look like a dress shoe, giving the appearance of the leather upper stitched to the sole.
 - b. Footwear – other styles are permitted only when approved for special assignments.

- 1) Casual shoes.
 - 2) Athletic shoes.
 - 3) Dress boots.
 - 4) Boots with nylon sides.
 - 5) Paratrooper boots.
 - 6) Any type of leather boot with a gym shoe type appearance, where the sole is molded to the leather upper.
- c. Socks - solid black or navy blue.
- 1) Officers may wear white socks with **boots** provided the socks are not visible beneath the hem of the pant leg.
 - 2) Officers may wear white socks with **shoes** only when prescribed by the Employee Health Service physician.
 - a) The district/section/unit will file the written prescription in the officer's medical jacket.
- d. Belt - black with plain buckle and black belt holder loops.
- e. Undershirt - solid white only.
- f. Gloves - black or navy blue.
- g. Dickey and sweaters
- 1) A dickey, crew neck sweater, or turtleneck sweater will be worn only when the temperature is below 32 degrees and the uniform coat is being worn.
 - a) A dickey, crew neck sweater, or turtleneck may not be worn by officers assigned inside, e.g., desk duty, collators, staff assignments, etc.
 - b) Dickeys and crew neck sweaters will be black or navy blue and worn with, and on top of, the uniform shirt and tie.
 - c) Turtleneck sweaters will be black or navy blue and worn with, and on top of, the uniform shirt, with or without a tie.
 - 2) A v-neck sweater may be worn at any comfortable temperature when the uniform coat is worn.
 - a) Officers assigned inside may wear V-neck sweaters.

- b) V-neck sweaters will be black or navy blue and worn with, and on top of, the uniform shirt and tie.
- h. Eyeglasses
- i. Wristwatch – non-stretch wristband is recommended.
- j. Authorized insignia for service achievement shall be worn on the Ike jacket/blouse, nylon windbreaker, nylon storm jacket and uniform shirt.
 - 1) The authorized enamel commendation award bar (CAB) insignia shall be worn on the Ike jacket/blouse and uniform shirt, centered directly above the wearer's right breast pocket.
 - a) The enamel CAB insignia are for the:
 - 1] Medal of Valor
 - 2] Medal of Personal Sacrifice with Scarlet Ribbon
 - 3] Medal of Personal Sacrifice
 - 4] Police Chief's Award for Distinguished Service
 - 5] Police Department Award for Exemplary Conduct
 - 6] Police Department Award for Safe Driving
 - b) The enamel CAB insignia shall be arranged in order, dressed from top to bottom and from the wearer's left to right (centerline of the body outwards), according to the above listed hierarchy.
 - 1] Do not exceed three CAB insignia on a single row.
 - 2) The authorized cloth commendation ribbon insignia shall be worn only on the nylon windbreaker or storm jacket, sewn on, and centered ½" inch above the officer's name tape
 - a) The cloth commendation ribbon insignia are only for the following three awards:
 - 1] Medal of Valor
 - 2] Medal of Personal Sacrifice with Scarlet Ribbon
 - 3] Medal of Personal Sacrifice
 - b) The cloth commendation ribbon insignia shall be

arranged in order, dressed from top to bottom and from the wearer's left to right (centerline of the body outwards), according to the above listed hierarchy.

- 1] Do not exceed two cloth commendation ribbon insignia on a single row.
- 3) The Medal of Valor, Medal of Personal Sacrifice with Scarlet Ribbon and Medal of Personal Sacrifice are authorized to be worn by a recipient, during formal ceremonies requiring the wearing of the Ike jacket/blouse – dress uniform (refer to section C. of this procedure). It shall be the option of the medal recipient to wear the medal, should they elect to do so.
 - a) All medals shall be worn, suspended from the neck by the appropriate ribbon.
- 4) The Outstanding Achievement Award is worn centered directly above the left breast pocket.
- k. Special assignment insignia is worn centered on the left breast pocket flap of the Ike jacket, nylon windbreaker, or blouse. During warm weather, the insignia is worn centered on the left breast pocket flap of the uniform shirt. Officers with more than one insignia will wear no more than two at one time, side by side on the left breast pocket flap. Upon reassignment, retirement, or resignation, the insignia must be turned in.
 - 1) Traffic insignia is worn only by Traffic Unit personnel.
 - 2) SWAT insignia is worn only by SWAT personnel.
 - 3) MHRT insignia is worn only by Mental Health Response Team personnel.
 - 4) ESME insignia is worn only by Emergency Search for Missing or Endangered Team personnel
 - 5) Mounted Patrol insignia is worn only by Mounted Patrol personnel.
 - 6) Motorcycle Patrol insignia is worn only by certified motorcycle riders actively riding a motorcycle.
 - 7) Field Training Officer (FTO) insignia is worn only by personnel on the Training Section list of active FTOs.
 - a) Any officer removed from FTO status will immediately return the insignia to the FTO Coordinator.

3. Department personnel desiring to wear any equipment not issued by

the Department or not on the approved list must request written approval from the Police Chief.

4. Canine officers may wear protective equipment in conjunction with their special duties.
 - a. Department issued jumpsuits and baseball type caps may be worn for searches and training duty.
5. Mounted Patrol personnel are permitted to wear/use special equipment authorized for their particular assignment.
 - a. Riding crops, helmets, boots and other protective equipment may be worn when engaged in mounted patrol duties.
6. Two and three-wheel cycle officers are permitted to wear Department issued helmets and boots as the uniform of the day.
7. Civilian clothes officers in operational assignments, e.g., CIS, district investigator, etc., will carry the following equipment. The district/section/unit commander can make exceptions if possession of such items might jeopardize a police officer or an official investigation:
 - a. Badge and Department issued ID card.
 - b. Handcuffs and key.
 - c. Department approved firearm.
 - d. Extra magazine.
 - e. X26 Taser.
8. Personnel wearing the dress uniform blouse will carry:
 - a. Badge and Department issued ID card.
 - b. Department approved firearm.
 - c. Extra magazine.
9. Civilian clothes officers in staff assignments, e.g., Inspections Section, Internal Investigations Section, etc., will carry, at the minimum, the following equipment. The unit commander can make exceptions if possession of such items might jeopardize a police officer or an official investigation:
 - a. Badge and Department issued ID card.
 - b. Department approved firearm.
10. Uniformed officers in staff assignments will wear the uniform gunbelt and all required equipment.
11. Officers assigned to the SWAT Unit may wear special uniforms and

equipment designated by the SWAT Commander.

12. Officers assigned to bicycle patrol may wear approved uniforms and equipment outlined in Section D.
13. Officers and non-sworn personnel assigned to the Evidence/Property Management Section, Training Section, and Supply Unit may wear Department issued work clothes and caps instead of the standard uniform.
14. SWAT, Evidence/Property Management Section, Training Section, and Supply Unit personnel authorized to wear work or training clothing in performance of assigned duties will change to the uniform of the day or business attire when attending court or other functions outside normal duties.
15. Reflective Traffic Vests
 - a. All sworn officers are issued a reflective traffic vest.
 - 1) The officer's badge number is marked on the inside of his vest with a black indelible marker.
 - b. Department personnel will wear the reflective traffic vest for all uniformed assignments or details, on or off-duty, under the following conditions:
 - 1) All accident scenes.
 - 2) All traffic posts.
 - 3) All expressway assignments when outside the vehicle.
 - 4) In the roadway exposed to traffic hazards. Routine traffic stops are not subject to this requirement.
 - a) Officers issued the reversible reflective windbreaker are permitted to wear the reversible reflective windbreaker, reflective side out, in place of the reflective traffic vest, under the above conditions.
 - c. Each district has spare vests marked with the district number and vest number.
 - 1) These spare vests may be used by officers not having an issued vest for off-duty details, by civilian riders, or Police Clergy team personnel who may be exposed to traffic hazards.
 - 2) When spare vests are issued, make a blotter entry to include the name of the person using the vest and the identifying number of the vest.

C. Dress Uniform

1. The dress uniform will consist of Ike jackets for specialists/police officers and blouses for supervisors, regardless of the date or weather, unless otherwise specified by the Police Chief.
 - a. Blouses may be issued to police officers/specialists upon approval of the officer's bureau commander.
 - b. Uniformed personnel will wear the dress uniform:
 - 1) To full City Council meetings.
 - 2) To funerals.
 - 3) When participating in a parade.
 - 4) When attending promotional ceremonies.
 - c. Exceptions can be made by the Police Chief or any bureau commander, e.g., staff meetings, Council committees, etc.
 2. Personnel appearing as guest instructors at the Training Section will wear either the dress uniform or conservative business attire, displaying proper identification.
 3. When winter uniforms are worn, uniformed personnel in staff assignments will wear either the dress uniform or conservative business attire while attending to normal duties and meetings.
 - a. The storm coat or lightweight jacket may be worn while at lunch, etc.
 4. Sworn personnel in non-uniformed assignments have the option of wearing the dress uniform or conservative business attire while being a participant in promotion ceremonies.
 - a. Grooming standards must be followed if the dress uniform is worn.
 5. Honor Guard, Motorcycle Patrol, Mounted Patrol
 - a. In addition to uniform/equipment requirements outlined by procedure, addressed in the section/unit SOP, and/or approved by the Police Chief, dress uniform consists of:
 - 1) Blouse.
 - 2) Sam Browne leather waist belt with shoulder strap, holster, magazine carrier, and handcuff case.
- D. Mountain Bike Uniform

1. The following items are issued to bike officers as their Department

issued bike uniform:

- a. Cycling helmet.
 - b. Cycling glasses.
 - c. Nylon gunbelt.
 - d. Nylon holster.
 - e. 9mm magazine holder.
 - f. Radio holder.
 - g. Nylon double handcuff case.
 - h. Silent key ring.
 - i. Leather badge clip holder.
 - j. Department issued leather glove pouch containing 2 pairs of "Safeskin" Nitrile Exam Gloves.
 - k. Summer shorts.
 - l. Short sleeve shirts.
 - m. Long trousers.
 - n. Mock turtleneck shirt.
 - o. Winter jacket.
 - p. Helmet cover.
 - q. Balaclava.
 - r. Gloves (winter & summer).
 - s. Cycling shoes.
 - t. Climits hand protectors.
2. Only the following combinations of bike uniform parts are acceptable for wear together.

Uniform A
Short Sleeve Shirt
Long Pants

Uniform C
Mock Turtleneck
Short Sleeve Shirt
Shorts

Uniform B
Short Sleeve Shirt
Shorts

Uniform D
Mock Turtleneck
Short Sleeve Shirt
Long Pants

Uniform E

Winter Jacket
w/o Sleeves
Mock Turtleneck
Long Pants

Uniform G

Winter Jacket
w/o Sleeves
Mock Turtleneck
Shorts

Uniform I

Winter Jacket
w/Sleeves
Mock Turtleneck
Short Sleeve Shirt
Long Pants

Uniform F

Winter Jacket
w/Sleeves
Mock Turtleneck
Long Pants

Uniform H

Winter Jacket
w/Sleeves
Mock Turtleneck
Shorts

Uniform J

Winter Jacket
w/Sleeves
Summer Shirt
Long Pants

3. Wearing of the bike uniform.
 - a. Helmets and eye protection will be worn at all times while cycling.
 - b. The balaclava and helmet cover may be worn during inclement weather.
 - c. Department issued nylon gear will only be worn with an acceptable bike uniform.
 - d. The bike uniform will only be worn when officers will be riding their bikes. During inclement weather or when assigned other duties where the officer will not be riding a bike, the uniform of the day will be worn.
 - 1) Off-duty officers attending court, who are assigned a mountain bike, will wear the uniform of the day or conservative business attire.
 - e. Officers riding as partners will wear the same uniform combination.

E. Uniforms/Related Equipment - Inspection and Replacement

1. Uniforms and related equipment are inspected annually.
 - a. All sworn personnel will respond in person to one of the scheduled inspection sessions.
 - 1) District personnel who are on-duty when uniform inspection is held at their district must attend on that date.
 - 2) Off-duty district personnel must attend one of the

scheduled inspections as directed.

- 3) Personnel assigned to units other than districts will attend one of the scheduled inspections.
- b. Present all items in a clean condition.
2. New uniforms and parts will be ordered at the annual inspection.
3. A Form 264, Equipment Record, is maintained at the Supply Unit, showing the equipment issued to each officer.
 - a. The uniform supplier, Roy Tailors Uniform Company, maintains a computer generated listing of uniforms issued to each officer.
4. Uniforms or equipment showing excessive wear or in need of repair between inspections will be brought to the attention of a supervisor. The supervisor will submit a Form 630, Equipment/Supply/Service Order, to the Supply Unit requesting repair or replacement.
- F. Spare Firearms, Tasers, Holsters, Badges, Wreaths, and Auto-Lock Baton
 1. Under unusual circumstances, an officer may need to obtain a replacement firearm, Taser, holster, baton, badge, or wreath.
 - a. During normal working hours, officers will respond to the Supply Unit and obtain a spare holster, badge, or wreath.
 - b. During normal working hours, officers with a defective firearm or Auto-Lock baton will call the Firearms Training Unit. If Firearms Training Unit personnel are available, the officer will respond to that location and have the defective firearm or baton repaired or replaced with a spare.
 - 1) If Firearms Training Unit personnel are unavailable, the officer will respond to the Supply Unit for a spare firearm or baton.
 - c. During normal working hours, officers with defective Tasers will call the Tactical Planning Unit. If Tactical Planning Unit personnel are available, the officer will respond to that location and have the defective Taser repaired or replaced.
 - 1) If Tactical Planning Unit personnel are unavailable, a supervisor will perform a Taser download and place the printout in the officer's Taser file.
 - a) The supervisor will place the defective Taser in the unit's property locker and ensure it is delivered to the Tactical Planning Unit during normal working hours.
 - b) Each of the five districts and Central Vice Control

Section (CVCS) have two spare Tasers which are to be issued to officers with defective Tasers when Tactical Planning Unit personnel are unavailable or until the officer's defective Taser has been repaired or replaced.

- 1] A "User Log" is kept for each spare Taser at the District or CVCS.
 - 2] A download will be conducted on a spare Taser upon its issuance and return.
 - 3] A District/Section designee is responsible for the security, upkeep, daily spark test, and quarterly download for each spare Taser.
 - a] A copy of each quarterly download, with the downloading officers name, badge number and employee number, will be placed in the "User Log."
 - b] A malfunctioning spare Taser will be returned to Tactical Planning Unit for repair or replacement.
 - 4] Spare Taser batteries will not be removed for use on other Tasers or replaced except by Tactical Planning Unit personnel.
- 2) When the Taser is returned from the Tactical Planning Unit, a supervisor will perform a Taser download and place the printout in the officer's Taser file.
- a) If the officer is not on-duty when the Taser is returned, the Taser will be placed in the unit's property locker until the officer returns to duty.
 - b) Return issued spare Taser to inventory.
 - 1] Perform a Taser download on the returned spare Taser.
- d. If the need occurs when the Supply Unit is closed, the officer will respond to the Criminal Investigation Section (CIS). The following equipment is kept in the CIS vault:
- 1) Ten Smith and Wesson Military and Police (M&P) pistols.
 - 2) Six spare M&P pistol magazines.
 - 3) Two spare M&P holsters.
 - 4) One spare badge and wreath for a sergeant, two spare

badges and wreaths for specialists, and eight spare badges and wreaths for police officers.

- e. Check out the equipment through CIS desk personnel. They will document in the logbook when the equipment is loaned out and when it is returned.

- 1) Items loaned from the CIS vault are intended for short-term loan only. Officers should arrange to obtain long-term loan items from the Supply Unit and return the borrowed item to CIS within 5 days.

- 2. Take defective equipment to the Supply Unit for repair or replacement during their normal work hours.

G. Uniforms, Related Equipment, Personal Property - Lost, Stolen, or Damaged

- 1. Personnel will immediately report lost or stolen uniform parts or equipment to their supervisor.
 - a. The supervisor will investigate and document the circumstances of the incident including the degree of negligence, if any, on the part of the officer.
 - 1) Teletype the loss or theft of uniquely identifiable or serialized property such as a badge, wreath, firearm, or handcuffs to all county agencies.
 - b. The supervisor will ensure a Form 301 is completed along with a Form 630. Attach a copy of the Form 301 to the Form 630.
 - c. The district/section/unit commander will review the Form 630 and/or Form 301 and determine the degree of negligence on the part of the officer, if any. The district/section/unit commander will then forward these forms to the affected bureau commander.
 - d. Upon approval, the bureau commander will send the Form 630 and Form 301 attachment to the Inspections Section Commander.
 - 1) The bureau commander will review the degree of negligence, if any.
 - 2) The bureau commander will recommend corrective action to the Police Chief when negligence is a factor.
 - e. Supply Unit will replace the item.
- 2. Personnel will immediately report damaged uniforms or equipment to their supervisor.

- a. The supervisor will investigate the circumstances of the incident

and make a Form 630 if needed. The supervisor will include in the investigation the degree of negligence, if any, on the part of the officer.

- b. Forward the Form 630 or Form 301 to the district/section/unit commander for approval. The district/section/unit commander will determine the degree of negligence, if any, on the part of the officer.
 - c. Upon approval, the district/section/unit commander will forward the Form 630 to the Supply Unit.
 - 1) The district/section/unit commander will send a copy of the Form 630 or Form 301 to the affected bureau commander.
 - 2) Follow Sections G.1.d.1) and 2) if necessary.
 - d. Supply Unit will replace the item and dispose of the damaged item.
3. Replace personal property in accordance with guidelines set forth in the labor agreement.
- a. Make a request for replacement or repair of personal property on a Form 630 to the Inspections Section with replacement receipt attached.
 - b. The Inspections Section Commander will make a recommendation to the Police Chief concerning replacement of personal property.

H. Storage of Uniform Equipment During Officer Suspension

- 1. If an officer is suspended five days or less, the officer's equipment need not be surrendered. Internal Investigations Section (IIS) personnel will notify the officer of the suspension dates, that police powers are suspended, and that the carrying or use of police equipment is prohibited.
- 2. If an officer is suspended more than five days, the officer's commander or designee will immediately relieve the officer of their firearm, magazines, ammunition, Motorola radio, Taser, badge, wreath, and ID card, and issue a receipt to the officer for the items taken.
 - a. If there is an armory at the suspended officer's unit of assignment, and the suspension is ten working days or less, store the items in the armory.
 - b. If the suspended officer's unit of assignment does not have an armory or the suspension is more than ten working days, hand-carry the items to the Supply Unit for storage.
 - c. Temporary ID cards will be issued to sworn members of the

Department who have their police powers suspended.

- 1) The affected officer will arrange to respond to Personnel Section for the temporary ID card between 0800-1600 hours, Monday through Friday.
- 2) Personnel Section will number the ID card and record it in a logbook.
- 3) When police powers are restored, the supervisor should send the temporary ID card to Personnel Section for destruction.

I. Misuse of Uniforms/Related Equipment

1. Police Department personnel are responsible for the proper use and care of issued equipment.
 - a. If an investigation determines that neglect, unauthorized alteration, destruction, disposal, or other misuse of equipment or uniforms has occurred, disciplinary action could result.
 - b. If the above investigation determines any of the aforementioned misuse, Department personnel may be required to assume all costs of replacement as part of the penalty for such violations.

J. Personal Grooming

1. Grooming standards for male police officers.
 - a. Hair
 - 1) In all cases, the bulk and/or length of the hair will not interfere with the wearing of the uniform cap.
 - 2) Hair on top of the head will be neatly groomed. The length and/or bulk of the hair will not be excessive or present an unkempt, ragged, or extreme appearance.
 - 3) Hair must be evenly tapered on the sides and back. The hair outline will follow the contour of the ear. Hair will not fall over the ears or touch the collar, except for the closely cut hair at the back of the neck.
 - a) A block-cut in the back is permissible in a moderate degree.
 - 4) Frontal grooming will not permit the hair to be visible on the forehead when the uniform cap is worn.
 - b. Sideburns
 - 1) Sideburns will be neatly trimmed and the bulk of the

sideburns will not be excessive.

- 2) Sideburns will not exceed one inch in width.
- 3) The maximum length of the sideburns will not extend below the middle of the ear.
- 4) The base of the sideburns will be a clean shaven horizontal line.

c. Mustaches

- 1) Mustaches can extend 1/4 inch beyond the line perpendicular to the corners of the mouth. They will not extend below a line horizontal with the corners of the mouth, and will be neatly trimmed. Fu Man Chu and handlebar styles, etc. are prohibited.

d. Beards

- 1) The face will be clean shaven. Beards and goatees are not considered uniform grooming and are not allowed.
 - a) The Police Chief may approve an exemption to allow facial hair if a pseudofolliculitis barbae medical condition exists.
 - b) Officers requesting an exemption must submit a written request on a Form 17 through the chain of command.
 - 1] The diagnosis of pseudofolliculitis barbae must be made by a dermatologist. The note from the dermatologist must include:
 - a] The officer's skin condition.
 - b] The extent and prognosis of the pseudofolliculitis barbae.
 - c] The history of previous medical treatment.
 - d] The length of time the officer has received treatment.
 - e] The recommendation for current treatment.
 - f] How frequently the officer may shave while undergoing treatment.

- 2] The officer requesting an exemption will

schedule an appointment with the EHS physician who will examine the officer and review the dermatologist's recommendations.

- 3] The officer will submit a signed medical release allowing the Police Department to discuss the skin condition with the dermatologist.
 - c) Officers receiving an exemption must submit a renewal request by January 1 following the initial request.
 - 1] Approved requests will begin and end annually on January 1.
 - d) Unless the treating dermatologist specifies otherwise, an officer receiving an exemption will not shave anywhere on the exposed areas of the face and frontal area of the neck, except to maintain the beard length of no more than one-eighth inch.
2. Grooming standards for female police officers.
- a. Hair
 - 1) The hair, when worn full length, will not extend downward below the lower edge of the shirt collar.
 - 2) Longer hair may be worn, but must be uplifted to the top of the head while in uniform. When in the uplifted position, no hair will extend downward below the lower edge of the shirt collar.
 - 3) The length of the hair will not interfere with the proper wearing of the uniform cap.
 - 4) Frontal grooming will not permit the hair to be visible on the forehead when the uniform cap is worn.
 - b. Makeup
 - 1) A moderate use of makeup is permissible.
 - a) The use of eye shadow is prohibited.
 - b) The heavy use of makeup is not acceptable.
 - 2) Fingernail polish, other than a clear or neutral shade, is prohibited.
 - a) Nails are to be cut short and neatly trimmed.
 - 3) A conservative amount of lipstick of a clear or neutral

shade is permissible.

3. Jewelry

- a. The wearing of jewelry by male and female officers, e.g., chains, necklaces, pendants, earrings, bracelets, etc., will be limited to rings and watches while in uniform.
 - 1) Religious medals, scapulars, and other bona fide expressions of religious affiliations may be worn around the neck, provided the item is concealed by either the uniform shirt or an undershirt.
- 4. The above regulations apply to all uniformed and non-uniformed officers. Some officers, due to the nature of their assignment, may be exempt from this regulation after obtaining written permission from their bureau commander.
 - a. The bureau commander will maintain a record of this exemption.
 - b. Bureau commanders may make exemptions for reasons of safety or practicality, e.g., district exercise rooms.

K. Personally Assigned Lockers

- 1. When possible, the Department assigns all personnel locker space at their unit of assignment.
- 2. Each officer receives a locker key. The officer will keep it locked when not in use.
- 3. The commanding officer will securely maintain a duplicate key file by name and assigned locker number.
 - a. Only the commander and supervisory personnel of the district/section/unit have access to the key file.
- 4. Employees may not install combination locks or other type locks on Department lockers without the written approval of the district/section/unit commander.
 - a. If the district/section/unit commander grants approval, the employee must furnish the combination or a duplicate key for the duplicate key file.
- 5. A district/section/unit commander or supervisor may open a locker for the following purposes:
 - a. To be sure Department equipment is maintained in a proper manner.
 - b. To determine the location of Department records and reports known to be the occupant officer's responsibility.
 - 1) Citations, records, reports, or other official Department

documents requiring processing in accordance with Department policies and procedures will not be kept in any officer's locker.

- c. For health and safety reasons, i.e., rotting food, mildewed uniform parts, leaking canisters, etc.
- d. Any other legitimate Department need.
- 6. A unit supervisor may require a total locker inventory in the presence of the assigned locker occupant for any of the reasons outlined in Section K.5.
- 7. Supervisors may not randomly search lockers.
- 8. Individually assigned lockers in police facilities are the property of the City of Cincinnati.

L. Bed Bugs

- 1. When bed bugs are found on an employee:
 - a. Do a thorough visual inspection to identify affected areas including exterior clothing, shoes, coats, equipment, lockers, desks, etc.
 - b. Provide the employee a private place to do a thorough visual self-inspection. This area's flooring should be tile or linoleum and should not be a bathroom. ***The employee does not need to be removed from the workplace.***
 - c. If possible, remove bed bugs with tweezers, tissue, or paper towel and place in a plastic bag. The bed bug should be destroyed by crushing and disposed of.
 - d. Place employee's unneeded items/personal items into a plastic bag/garbage bag and tightly seal. Place that bag into another plastic bag/garbage bag and tightly seal the outer bag. The bag may remain in the workplace with the employee.
 - e. Provide the employee with the Cincinnati Health Department Bed Bug Brochure, located on the City's web page. Inform the employee to contact a licensed pest control operator with experience in bed bugs to help control problems at home.
- 2. When bed bugs are found in a city facility:
 - a. The supervisor will:
 - 1) Confirm the existence of the bed bugs

- 2) Notify custodial staff to vacuum the affected area during the end of the day cleaning routine. Place that vacuum bag into a plastic bag/garbage bag and tightly seal for disposal.
 - 3) Inform employees they may obtain a Cincinnati Health Department brochure and DVD from the Health Department.
 - 4) Notify administrative assistant
 - 5) Complete a Cincinnati Health Department Incident Report and fax to Health Department (found in the "Forms" section of the City Intranet)
- b. The administrative assistant will:
 - 1) Contact Personnel/Finance Management Section who will provide contact information for the vendor contracted with the city for eradicating bed bugs. (See Procedure 17.110, Requisition and Inventory Control: Equipment, Supplies and Service)
3. When bed bugs are found in a City vehicle
 - a. See Procedure 12.030, Vehicles: Assignment, Use, and Maintenance

12.030 VEHICLES: ASSIGNMENT, USE, AND MAINTENANCE

Reference:

Administrative Regulation #51

Procedure 12.031, AUTOMATIC LICENSE PLATE RECOGNITION (ALPR)

Procedure 12.033, MOUNTAIN BIKES AND SEGWAYS: ASSIGNMENT, USE, AND MAINTENANCE

Definitions:

Take-home means the police vehicle may be used to commute to and from work, including responding to or from meetings, court, and recall situations.

On-call means the police vehicle may be used for all transportation needs. On-call status is granted to officers who must respond directly to a point of recall without first responding back to their residence to pick up the police vehicle.

Procedure:

A. Assignment of Vehicles

1. After consultation with the bureau commanders, the Fleet Manager will assign motor vehicle equipment to Department units.
2. Forward a request for additional equipment on a Form 17, with supportive data, to your bureau commander.
 - a. After reviewing the request, the bureau commander will make a recommendation and forward it to the Fleet Management Unit.
 - b. The Fleet Manager will review the request, make a recommendation, and forward the report to the Police Chief for final determination.
3. The Fleet Manager will provide a vehicle jacket containing all necessary information for each vehicle assigned to a police unit.
 - a. Retain the jacket in the unit file. When the vehicle is removed from service, return the jacket to the Fleet Management Unit.
 - b. If there are any special regulations about operating the vehicle, forward a copy of these regulations to the officer in charge (OIC) of the assigned unit. The operating unit will strictly adhere to these regulations.

B. Semiannual Rotation of Vehicles

1. The Fleet Management Unit will send a list of the vehicles scheduled for rotation to the affected units 30 days before the designated rotation date.

2. Rotating unit's responsibilities
 - a. Each unit receiving a list designating a vehicle(s) from their unit for rotation will:
 - 1) Inspect the vehicle(s) two weeks before the designated rotation date.
 - 2) Perform any maintenance due, or that will become due within 500 miles of the inspection date.
 - 3) Correct any defects found before rotation of the vehicle.
 - 4) Complete a Form 427, Vehicle Inspection Report. The unit supervisor will approve and sign the Form 427.
 - 5) After approval, place the Form 427 in the vehicle jacket for rotation.
3. Receiving unit's responsibilities
 - a. Each unit receiving vehicles through rotation will:
 - 1) Inspect the vehicle and review the vehicle jacket.
 - 2) Ensure the Form 427 is complete and accurate.
 - 3) Notify the supervisor approving the Form 427 of any discrepancies.
 - 4) Ensure the rotating unit corrects any problem/discrepancy before accepting the vehicle.

C. Use of Vehicles

1. All Department vehicles are used for the transaction of police business only. Only Department members or authorized service personnel will operate the vehicles.
2. Department personnel will not take Department vehicles home on a regular basis without the Police Chief's approval. Only the Police Chief may grant take-home or on-call status, except as listed in C.2.b.
 - a. Submit a Form 17 to the Police Chief for approval.
 - b. If necessary, a district/section commander may authorize sworn personnel to take Department vehicles home overnight on a non-regular basis for the efficient completion of police related duties.
3. The Police Chief and assistant chiefs are considered on-call and may use their city vehicles for all transportation needs.
4. Other Department personnel assigned take-home vehicles will use the following guidelines:

- a. Officers identified as on-call may use their vehicles for all transportation needs while in on-call status.
 - b. Officers not in an on-call status will use their take-home vehicle for the following purposes only:
 - 1) For inspection during other than normal tours of duty.
 - 2) When attending a public gathering where a possible need for police service may arise, and/or good public relations may be promoted by their presence.
 - 3) When attending meetings or groups where police matters are a primary concern.
5. Other Department employees assigned take-home vehicles such as canine officers, special investigators, motorcycle officers, etc., will use the vehicles only for the following purposes:
- a. Regular assignments.
 - b. Orders of superior officers.
 - c. Attendance at an official judicial hearing.
6. Department personnel assigned a take-home vehicle will record on a Form 429, Take-Home Vehicle Report, each time the vehicle is used for city business before or after normal work hours and the purpose.
- a. Within one week after the end of each quarter, Department personnel will electronically submit the completed Form 429 directly to the Fleet Management Unit and forward a copy through their chain of command. Do not forward hard copies to the Fleet Management Unit.
 - b. Whenever an officer is transferred to or from an approved take-home/on-call vehicle assignment, supervisors must submit changes directly to the Fleet Management Unit. Officers will not be considered approved for the vehicle until the change is submitted to the Fleet Management Unit.
7. The Fleet Management Unit will maintain a master list of positions authorized take-home or on-call. No changes to the list will be made without the direct written authorization of the Police Chief. The master list will be submitted semiannually in January and July through the Resource Bureau Commander for review and updating by the Police Chief.
8. It is the responsibility of each officer assigned to a position to know if that position has a take-home or on-call vehicle status. Officers with approval must submit a completed Form 429 directly to the Fleet

Management Unit upon transfer out of an assignment with take-home/on-call approval.

9. Personnel will return personally assigned vehicles to the unit of assignment when an absence will exceed seven days.
10. No Department personnel will operate motor vehicle equipment without a valid driver's license.
 - a. Each January, district/section commanders will ensure a QD (Query Driver's License) computer check is completed on all sworn and non-sworn employees under their command who operate a City or private vehicle on City time.
 - b. District/section commanders will submit a check-off list to the Personnel Section by January 31 each year containing the following operator's license information:
 - 1) Name of employee.
 - 2) Operators license number, type, state.
 - 3) Expiration date of the license.
 - 4) Date of verification and current status.
 - 5) Restrictions.
 - c. The district/section commander will retain a file copy.
11. Department employees will operate all Department automotive equipment according to state laws, local ordinances and the Manual of Rules and Regulations and Disciplinary Process for the Cincinnati Police Department.

D. Motorized Vehicle Inspections

1. Department employees will make daily inspections of their assigned police vehicle before and after their tour of duty. The operator will carefully check the following:
 - a. Cleanliness: the vehicle will be clean inside and outside. Unauthorized bumper stickers or other markings will not be on the vehicle.
 - b. Tires: properly inflated; be alert for damage or unusual wear.
 - c. Body: dents or damage. Make any necessary reports of damage.
 - d. Lights: all working properly. Keep lenses clean.
 - e. Glass: check windows for cracks. Maintain clear visibility.

- f. Oil: maintain proper level. Be alert for dripping oil. Check to see if overdue for preventive maintenance.
- g. Cooling System: maintain proper coolant level.
- h. Brakes: check pedal for proper adjustment and uneven wear. Check the emergency brake to be sure it holds the vehicle.
- i. Transmission: maintain proper fluid level.
- j. Steering: check to see if it is too tight or too loose. Check fluid level.
- k. Battery: no maintenance required.
- l. Windshield Wipers: check for proper working order. Check washer fluid level.
- m. Dashboard Instruments: check all dashboard instruments. Check that all lights work.
- n. Seats: check to see if they are operational and will adjust easily.
- o. Gas Key: check for presence of and condition.
- p. Siren/Emergency Lights: check that they are working properly.
- q. Spot Lights/Auxiliary Lights: check that they are working properly.
- r. Radio, LEERN: check to see if present and working properly.
- s. Mobile Video Recorder (MVR): check if all parts, including the wireless microphone, are present and free from damage. Record the serial # where indicated.
- t. Mobile Data Computer (MDC): check if working properly and all parts, including the antenna, are free of damage. Record the serial # where indicated.
- u. Automatic License Plate Recognition (ALPR): Check all three mounted cameras on the light bar for damage. Inspect the Thumb Drive and USB cable for damage.
- v. Radar Equipment: check if present and working properly.
- w. Shotgun and Ammunition/Shotgun Box: check for condition of shotgun, shotgun box and supply of ammunition. Record the serial # where indicated.
- x. Pepper Ball Gun: check for condition and supply of ammunition.
- y. Riot Shields: check for presence of and condition.

- z. Protective Equipment: "Safeskin" Nitrile Exam Gloves and Hand Cleaning Gel: maintain an adequate supply of both.
 - aa. First Aid Kit, (5) Decontamination Wipes and Respiratory Bag Valve Mask: check for presence, condition and adequate supply.
 - bb. Scout Car Equipment: check for presence and condition of stretcher, leather wrist and ankle restraints.
 - cc. Fire Extinguisher: check that it is carrying proper pressure. Check that fire extinguisher is mounted upright.
 - dd. Traffic Cones: check for condition and supply.
 - ee. Flares: maintain a minimum of 12.
 - ff. Citizen Complaint Forms 648: maintain an adequate supply of all.
 - gg. Citizen Complaint Information Brochures: maintain an adequate supply of all.
 - hh. Report of Favorable Police Conduct Forms: maintain an adequate supply of all.
 - ii. FRA Form: a copy of the City of Cincinnati financial responsibility letter.
 - jj. QOT: perform a query of outstanding tags, note any located.
 - kk. QW: perform a query of wanted persons, note any wants.
 - ll. Remarks: above is to serve only as a guide. Any other factor that affects the safe, efficient, and economical operation of the vehicle should be carefully noted. Section D.1.f. of this guide is mandatory.
 - mm. Each vehicle must be inspected at the beginning of each shift. The purpose of the inspection is to ensure the vehicle is properly equipped, properly maintained, free of weapons and contraband, and has not been tampered with since last use.
2. Department employees who become aware of a bed bug infestation in a city vehicle will notify a supervisor
- a. The supervisor will:
 - 1) Confirm the existence of the bed bugs
 - 2) Take the vehicle out of service
 - 3) Notify administrative assistant

- 4) Complete a Cincinnati Health Department Incident Report and fax to Health Department (found in the "Forms" section of the City Intranet)
- b. The administrative assistant will:
 - 1) Contact Personnel/Finance Management Section who will provide contact information for the vendor contracted with the city for eradicating bed bugs. (See Procedure 17.110, Requisition and Inventory Control: Equipment, Supplies and Service)
 - 2) Once the vehicle has been treated, the vehicle will remain out of service for 48 hours.
3. On the 2nd and 4th Sundays of each calendar month, the first shift OIC is responsible for completing a Form 427 on each vehicle. Each district/section/unit will designate one supervisor to coordinate the Preventative Maintenance (PM-A & B) program for the affected district/section/unit. This supervisor will ensure that all necessary vehicle maintenance is completed on schedule.
 - a. The supervisor will initial all Forms 427 and prepare Form 427A, Maintenance Inspection Sheet, verifying that all necessary maintenance has been completed or is scheduled for completion.
 - b. The unit commander, or in his absence the acting unit commander, will initial these reports showing approval. Keep the Forms 427 and 427A on file at the unit of assignment.
 - c. If the inspecting employee discovers needed repairs or service, complete a Form 425, Motor Vehicle Repair Report.
4. Mileage Report
 - a. On the 4th Sunday of each calendar month, the first shift OIC or designee will complete a Form 426, Mileage Report, for all vehicular equipment assigned to the unit.
 - b. Complete the Form 426 as follows:
 - 1) State the correct dates for the beginning and ending period.
 - 2) Arrange in numerical order according to equipment numbers.
 - 3) Indicate all equipment assigned to the unit which is at Fleet Services.
 - a) Place equipment number in proper sequence on the report with the previous mileage reading. State

alongside "In Garage". This must be a 5-digit number, i.e., 00289.

- 4) List all equipment borrowed from another unit.
 - a) Record the equipment number and the present mileage reading in proper sequence on the report.
 - b) State from where the equipment is on loan.
- 5) Total the mileage for the month.
- c. The unit commander will review this report for completeness and accuracy and forward it to the Fleet Management Unit through the Department's electronic mail system. Do not send a hard copy.

E. Shotguns

1. All marked patrol vehicles are equipped with a 12-gauge shotgun.
2. The shotgun, with four rounds in the magazine and six extra shells, is mounted in the front of the vehicle.
3. Each shift will ensure the shotgun and ammunition are in the vehicle.
 - a. When the vehicle is left at the garage, remove the shotgun.
4. When the shotgun needs repair, contact the Firearms Training Unit.

F. Care, Maintenance, and Repair of Motorized Vehicles

1. The police operator and his supervisor are responsible to see that necessary service, maintenance, and repairs are coordinated through the designated district/section/unit Preventative Maintenance supervisor and completed.
 - a. Schedule police vehicles for maintenance as follows:

Beat & Scout Cars	-	3,000 miles or 3 months PM-A oil change
		9,000 miles or 9 months PM-B
		necessary repairs with oil change
Passenger Cars	-	6,000 miles or Vans, & Trucks
		6 months for PM-A
		18,000 miles or 18 months PM-B
Motorcycles	-	2,000 miles or 2 months PM-A
		6,000 miles or 6 months PM-B

- b. Scheduling of service will be done at any police district at least 24 hours in advance of PM-A or PM-B service.
 - 1) PM-As will normally take thirty minutes. PM-Bs will normally take four hours to complete.
 - 2. The operator of the vehicle on the first shift is responsible for having the police vehicle washed and thoroughly cleaned inside and outside when needed.
 - a. During inclement weather, this will be done as often as conditions warrant and service demands permit.
 - b. The unit Preventative Maintenance supervisor will schedule vehicles for maintenance. Only one of the unit's vehicles will be out of service at any one time whenever practical.

G. Preventative Maintenance Supervisor

- 1. Each bureau/district/section is responsible for appointing a Preventative Maintenance supervisor.
- 2. The Preventative Maintenance supervisor will:
 - a. Oversee the safe, efficient, and economical operation of the motor fleet.
 - b. Be responsible for administering the motor vehicle inspection and preventive maintenance program for the unit using Forms 427 and 427A, and any other necessary forms.
 - c. Complete a thorough investigation of all police vehicle accidents involving personnel of the unit.
 - d. Carefully analyze and evaluate all accidents involving unit personnel and make appropriate recommendations. The primary objective is identifying the accident-prone and negligent driver.
 - e. Review and evaluate the accident experience, vehicle inspection reports, and driver evaluation examinations. Based on this analysis, execute the Department program in the following areas:
 - 1) Care of motor vehicles and equipment.
 - 2) Safe operation of vehicles and equipment.
 - 3) Preventive maintenance at the unit level.
 - 4) Motor vehicle inspection program.

H. Garage Facilities

- 1. Fleet Services, Central Parkway and Bates, provides 24-hour service.

- a. All services, including PM-As and PM-Bs and all related repairs can be scheduled at any police district mechanic location.
 - b. PM-As can be scheduled at Fleet Services main facility at 352-3682 with 24 hours notice.
 - c. Mechanics are on duty at all other times to make minor emergency repairs and road calls.
- 2. The auxiliary garages at each district will make most repairs and provide preventive maintenance to the motor fleet.
 - a. These auxiliary garages are open Monday through Friday, except holidays, during the following hours:
 - 1) District One 0800 to 1630 Hours
 - 2) District Two 0600 to 1430 Hours
 - 3) District Three 0600 to 1430 Hours
 - 4) District Four 0600 to 1430 Hours
 - 5) District Five 0600 to 1430 Hours
- 3. During inclement weather or other emergency occasions, mechanics respond to these auxiliary garage locations for service.
- 4. When delivering a vehicle to Fleet Services or one of the auxiliary garages for repair or service, the operator will verbally advise the garage supervisor or person in charge, of the needed repair.
 - a. If advised an extensive delay will be necessary to complete the work, the officer will:
 - 1) Make arrangements to be picked up. Transfer all equipment from the disabled vehicle to the appropriate district or unit area.
 - a) Notify the unit of assignment of this transaction and make an appropriate blotter entry.
- 5. Police vehicles are repaired at Fleet Services or auxiliary garages only.
 - a. Department leased vehicles are repaired at the lease vehicle contractor's designated site.
- 6. Promptly report recurring deficiencies in the operation or servicing of motor vehicles on a Form 17 to the Police Chief.
- I. Push Bumpers
 - 1. When repositioning a disabled vehicle utilizing the push bumpers officers will:

- a. Visually inspect the disabled vehicle and police vehicle to determine the point of contact.
- b. Position the police vehicle to allow the push bumpers to make contact with the disabled vehicle's bumpers.
- c. Inform the operator of the disabled vehicle to:
 - 1) Unlock the steering wheel.
 - 2) Place the vehicle transmission in neutral.
 - 3) Maintain control of the vehicle (if the vehicle is unable to start, the disabled vehicle will only have manual brakes and manual steering).
- d. When both vehicles are ready for repositioning, slowly accelerate the police vehicle enough to begin moving the disabled vehicle (5 miles per hour is the maximum speed).
- e. When all the above steps have been taken and damage occurs to either vehicle a Form 317, General Conditions Report, will be completed and forwarded to Fleet Management Unit. The incident will not be considered a vehicular accident.

J. Skid Chains

1. If appropriate, maintain a set of skid chains for each marked vehicle at the district garage.
2. Do not install skid chains on any leased vehicles or vehicles equipped with front wheel drive.
3. Do not operate vehicles with skid chains having broken links. If unable to make a satisfactory repair to the chain, the operator will have the vehicle towed to the garage.
4. Operate vehicles equipped with skid chains at moderate speed, to prevent damage from the chains.
5. The storing of salt, sand, or a mixture thereof in city vehicles, for use on slippery streets, is prohibited.

12.715 PROPERTY AND EVIDENCE: CONFISCATION, ACCOUNTABILITY, PROCESSING, STORAGE AND RELEASE

Reference:

Procedure 12.265, Wrecker and Towing
 Procedure 12.350, Automated Fingerprint Identification System (AFIS)
 Procedure 12.400, Incident Reporting, Miscellaneous Reporting
 Procedure 12.403, Crime Victim/Witness Notification and Assistance
 Procedure 12.555, Arrest/Citation: Processing of Adult Misdemeanor and Felony Offenders
 Procedure 12.615, Deceased Persons/Prisoners
 Procedure 12.710, Unit Property Book
 Procedure 12.720, Evidence: Submitting for Physical Analysis
 Procedure 12.725, Blood Drying Facility: Processing of Evidence Exposed to Bloodborne Pathogens
 Procedure 12.735, Federal and State Forfeitures
 Ohio Revised Code 2901.13, Limitations of Prosecution
 Ohio Revised Code 2933.82
 Forensics Manual
 Investigative Manual

Definitions:

Property - any material object of value, however slight, tangible or intangible to which an owner has a legal right.

- Property marked as “found” or “personal” is returnable to anyone with proof of ownership. No disposition order will be sent to the responsible officer and the property could be disposed of in 90 days if not claimed.
- Property marked as “court” is any property held as evidence or has the potential to be evidence. A disposition order will be sent to the responsible officer to determine the disposition.
- Property held as “confiscated” will be disposed of after one year unless Court Property Unit is otherwise advised. A disposition order will not be sent to the responsible officer. Do not submit evidence or potential evidence as confiscated.

Evidence - Legally obtained, documentary or oral statements and material objects submitted to a court of law as proof to ascertain the truth regarding an offense that occurred.

Biological Evidence - Any item that contains blood, semen, hair, saliva, skin tissue, fingernail scrapings, bone, bodily fluids, or any other identifiable biological material, including the contents of a sexual assault examination kit, that was collected as part of a criminal investigation or delinquent child investigation and that reasonably may be used to incriminate or exculpate any person for an offense or delinquent act.

Biological Material – Any product of a human body containing DNA.

Deoxyribonucleic Acid (DNA) the material inside the nucleus of a cell that carries genetic information.

Purpose:

Provide for the security, care, custody, and control of seized, recovered, and evidentiary property as well as abandoned, lost, or found property.

Eliminate questionable confiscation and reduce complaints of illegal search and seizure.

Establish procedure regarding firearms coming into police possession.

Policy:

Police personnel confiscating, seizing or recovering property of any kind will be in compliance with local, State and Federal laws.

Property used in an unlawful manner will be seized and held as evidence in connection with the arrest.

Police personnel will not confiscate lawfully possessed property. An exception will be made if, in the judgment of a supervisor, the confiscation is deemed necessary for the safety or welfare of the public or individuals involved. Items falling into this category are guns, knives, other dangerous weapons, explosives, poisons, etc.

All recovered firearms, ammunition, bullets and casings will be treated as evidence. The history of how they came to be recovered will be investigated.

Police Department personnel are responsible for inventorying and processing all property coming into their custody before terminating their tour of duty.

Information:

Police personnel are encouraged to read the Investigations Manual and Forensic Manual found on the Department Intranet. These manuals instruct investigators and field personnel on the proper collecting techniques for property held as evidence or how it is to be submitted for analysis.

Intelligence Section is the liaison with the Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF). Intelligence Section presents firearms to the ATF for submission into the Electronic Trace Submission System database. ATF returns a copy of the database report to Intelligence Section. A supervisor may contact the Intelligence Section via the Criminal Investigation Section (CIS) desk to access the report.

The Hamilton County Coroner's Laboratory has the ability to process items submitted for DNA analysis. A DNA profile can be obtained from samples of skin, hair, blood, and other body fluids. Once a profile is made, it is maintained in a local data base and forwarded to the state for submission into the Combined DNA Index System (CODIS), where it is compared to established profiles of known offenders.

Procedure:

A. Processing Property

1. All property confiscated, seized, found, or coming into police custody will be properly marked, packaged and submitted by the officer into the district/section/unit property room before terminating their tour of duty.
 - a. Complete a Form 330, Property Receipt.
 - 1) All Forms 330 pertaining to one arrest or case will have the same officer listed as the primary officer.
 - b. Complete a Form 64, Property Tag or Form 327 Court Tag.
 - c. Complete all required forms and follow specific guidelines for property requiring special processing, for example: money, drugs or firearms.
 - d. Submit the property for approval to a supervisor.
 - e. Enter the property in the district/section/unit property book.

B. Supervisors will:

1. Verify the contents of the property envelope, bag or package placing their signature in the space provided.
2. Ensure all required forms are complete and attached to the property and sign the property receipt.
3. Ensure the property is properly marked and entered in the property book.

C. Confiscated Property

1. Report confiscated property (except firearms) on a Form 301, Incident Report.
 - a. Provide a complete account of the circumstances surrounding the confiscation.
 - b. A Form 330, Property Receipt, is to be issued to the subject from whom the property was confiscated.

D. Non-personal Property on Prisoners

1. When property other than personal property on prisoners or property submitted for analysis comes into the custody of Cincinnati police or private police officers (items to be processed at the district of detail assignment), officers will prepare the property for the Court Property Unit.
 - a. The officer will complete a Form 330, Property Receipt.
 - 1) All Forms 330 pertaining to one arrest or case will have the same officer listed as the primary officer.
 - 2) A copy of the Form 330 is to be issued to the subject from whom the non-personal property was confiscated.
 - b. Enter the property in the district/section/unit property book.
 - 1) Personnel will record all information according to Procedure 12.710, Unit Property Book.
 - c. Put the property in the property locker, lock the locker, and deposit the property locker key in the locker.
 - d. The master property locker key will be kept in a secured place within the district/section/unit and will only be accessed by a supervisor. The master property locker key is required to reopen lockers once they are locked.
 - 1) Officers requiring access to a locked property locker will notify a supervisor.
 - 2) The supervisor will accompany the requesting officer to the locker, open the locker, and witness any action taken regarding the property.
 - 3) The supervisor will not, under any circumstances, give the master key to the requesting officer.
 - 4) If a supervisor has reason to open a secured property locker, it must be done in the presence of a second officer or supervisor.
2. A supervisor will review all Forms 330 for accuracy and place their name and badge number in the block provided.
 - a. Send all copies of the Form 330 with the property to the Court Property Unit by 0830 hours, Monday through Friday.
3. Court Property Unit personnel will inspect the property for correct packaging and completeness of tags and receipts.
 - a. Incorrectly prepared and tagged property will not be accepted.

- b. Incorrectly prepared and tagged property, such as drugs, firearms or money, will be retained at Court Property Unit.
 - c. A copy of the related Form 330, with a notation of the errors, will be given to the delivering officer. The district property officer will deliver the Form 330 with the error notice to the district/section/unit Administrative Assistant or a supervisor by 1000 hours that day.
 - d. A supervisor from the affected district/section/unit will respond to Court Property Unit within three days to correct the error.
 - e. After the correction is made, Court Property Unit will process the property.
 - f. Date and initial the Form 330, assign the location number, and put the property number on each copy.
 - 1) White copy of the Form 330 is filed at Court Property Unit.
 - 2) Yellow copy of the Form 330 is given to the delivering officer for filing.
 - a) A supervisor designated by the district/section/unit commander will be sure the location and property numbers are entered in the district/section/unit property book.
 - g. Enter all submitted property into the Automated Control of Evidence (ACE) computer database. A bar code identifier is generated and assigned to each individual item.
4. To avoid recalling personnel after normal business hours, submit property in the following manner:
- a. Property valued up to \$999.99 will be held at the district/section/unit property room. Property valued from \$1,000.00 to \$9,999.99 will be held at CIS. Property valued at \$10,000.00 and above requires the recall of Court Property Unit personnel.
 - 1) The CIS safe is located in the lobby of the CIS, 824 Broadway, 5th floor. The safe has a night deposit drum. If valuable property does not fit in the CIS safe, Court Property Unit personnel must be recalled.
 - b. Hold all other items in the district/section/unit property facility for submission to Court Property Unit on the next business day.
 - 1) Central Vice Control Section (CVCS) may retain up to \$5,000 in U.S. currency in its safe.
 - 2) CVCS may retain drugs in its safe if the quantity can be placed there in its entirety.

- a) Drug evidence too bulky for the safe will be taken directly to Court Property Unit in accordance with established procedures.
 - c. Recall Court Property Unit personnel, with approval of a captain or above, if the property exceeds any of the above values and/or cannot be stored as indicated above.
 - d. Officers must record property in the district/section/unit property book before delivery to CIS.
 - e. Evidence, including packaging, must be smaller than 14" x 5" x 4".
 - f. Evidence must be properly packaged and sealed with evidence tape. The officer sealing the package must date and initial the seal.
 - g. Attach completed property receipts and tags.
 - h. Officers will notify the CIS desk officer who will unlock the night deposit bin.
 - i. Officers must sign the property log maintained by the CIS desk officer.
 - j. Court Property Unit personnel will pick up items from the safe at the beginning of each business day. Two members of Court Property Unit will check and audit the items. Discrepancies will be brought to the attention of an affected district/section/unit supervisor and the Evidence/Property Management Section Commander.
- E. Personal Property Found on Prisoners
 - 1. Property that is found on prisoners and not needed for court will accompany the prisoner to the appropriate detention facility.
- F. Property Contained in Towed or Moved Vehicles
 - 1. All property contained in vehicles will be processed according to Procedure 12.265, Wrecker and Towing.
- G. Hamilton County Coroner's Cases
 - 1. In accordance with Procedure 12.615, Deceased Persons/Prisoners, personal property such as clothes, wallets, money, jewelry, medicine, etc., will accompany bodies to the Coroner's Office and be retained there. The morgue attendant will issue a receipt to the delivering officer.
 - 2. Other property not accompanying the body to the Coroner's Office should be processed through the appropriate district/section/unit property book. Mark the Form 330 "Hold for Coroner".

- a. Deliver property processed through units other than CIS to the Court Property Unit.
 - b. Property requiring special handling by Homicide Unit personnel will be processed by the Criminalistics Squad, in accordance with Procedure 12.615, and may be taken directly to the Coroner's Office or processed at CIS.
 - 1) The officer delivering evidence to the Coroner's Office will complete a Form 330 and a Property Location Card, signed by the officer.
 - 2) Process all copies of Forms 330 through Court Property Unit by the next business day.
 - c. The Homicide Unit is responsible for delivery of all property held for the Coroner's Office. Court Property Unit is responsible for the return of all property released from the Coroner's Office.
3. The Coroner's Office will return the following property:
- a. Homicide cases - all property determined to be evidence, including the fatal weapon.
 - 1) Motor vehicles are evaluated individually.
 - 2) The decision to retain or return is made by the Coroner's Office.
 - b. Questionable deaths later determined not to be a homicide - property related to the death, but not the property of the deceased.
 - c. Suicide cases – property related to the suicide.

H. Air-Dried Evidence

- 1. If an on-scene supervisor is uncertain about whether to hold wet, bloody clothing and items as evidence, the supervisor should contact a Homicide Unit supervisor for further guidance per Procedure 12.725, Blood Drying Facility: Processing of Evidence Exposed to Bloodborne Pathogens.

I. DNA Evidence

- 1. Officers requesting a DNA analysis should limit their requests to evidence involving serious crimes or felonies, violent misdemeanors, or a pattern of offenses that might be connected to one person.
- 2. Other items that can be submitted for analysis include clothing, hats, or tools used in an offense. These items may provide a profile from particles left by the suspect.

3. Only trained personnel may submit a buccal swab for analysis. Contact an Investigative Unit supervisor to request a trained officer for assistance with buccal swabs.
 4. Every effort should be made to prevent cross contamination of evidence submitted for analysis. Evidence containing wet blood or body fluids can be placed in one of the blood drying rooms located at District Four. See Procedure 12.725, Blood Drying Rooms: Processing of Evidence Exposed to Blood Borne Pathogens, for instructions.
 5. The Court Property Unit will submit evidence to the Coroner's Office.
 6. Results from testing generally take 30 days to complete. A report will be forwarded to court property unit from the Coroner's lab. Court Property Unit will attach a copy of the report to the evidence returned from the lab. A copy of the report will also be forwarded to the submitting officer.
 7. When the Combined DNA Index System (CODIS) matches a profile with a known person in the data base, the Coroner's Lab will send a report to the investigating officer requesting a buccal swab sample from the suspect to confirm the match.
- J. Release of Property at the Recovering Unit
1. Property of the victim will be returned pursuant to Procedure 12.403, Crime Victim/Witness Notification and Assistance.
 2. The claimant will sign a Form 330 for any property released by the recovering unit.
 - a. The recovering unit will file all three copies of the Form 330.
- K. Release of Property at the Court Property Unit
1. Court Property Unit personnel will release property according to their Standard Operating Procedure. Personnel will be sure they release property to the rightful owner and obtain a signature on the ACE Property Withdrawal Receipt.
 - a. A police officer or private police officer may not check out property to deliver it to its rightful owner.

2. A Department employee or private police officer removing property from Court Property Unit for court, identification purposes, test firing, etc., must complete and sign an ACE Property Withdrawal Receipt. The Department employee or private police officer is responsible for returning the property to Court Property Unit. Court Property Unit will verify the identity of the individuals by checking their police identification card, through personal knowledge, or by having their identity established by other personnel known to the Court Property Unit personnel.
 3. Property is normally returned to Court Property Unit on the same day it is checked out. It is the responsibility of the person returning the property to ensure the ACE Property Withdrawal Receipt is appropriately marked indicating the return of the property.
 - a. Mark property tags and envelopes when returning property to indicate whether there is further need for its use.
 4. When unable to return property on the day it is checked out, the officer must notify Court Property Unit on the next business day.
 - a. Officers unable to return property on the same day will return it to their district/section/unit's property room and log it into the property book.
 - b. Private police officers unable to return property on the same day will return it to District One.
 5. Court Property Unit will review the file for property not returned each day. Court Property Unit will initiate an inquiry into the status of all property not returned within two days.
 6. If the court directs the release of property, direct the person to retrieve the property at Court Property Unit. The arresting officer will not release the property directly to any person in the courtroom.
 - a. Police officers will not request the court to release any property for their personal use.
 7. If the court retains custody of the property, the officer will obtain the prosecutor's signature, printed name, and date in the "Turned Over to Court" section of the ACE Property Withdrawal Receipt.
 - a. The officer will return the completed receipt to Court Property Unit immediately following the court appearance.
- L. Property Requiring Special Processing
1. Money or jewelry in excess of \$100
 - a. A supervisor, in the presence of the recovering officer, must verify the amount of money or jewelry.

- 1) Money coming into police custody will be processed through Court Property Unit.
- 2) Officers submitting money will determine if the money is required as actual evidence (marked money, exploded dye pack monies, etc.) or if the bills are not particular to the case.
 - a) The Form 330 and property package will be marked "Hold at Court Property Unit" in the case of money being held at the Court Property Unit.
 - b) The Form 330 and property package will be marked "Deposit into Account" in the case of money being deposited.
- b. A supervisor will verify the contents of the property envelope, placing their signature in the space provided on the envelope.
- c. Photograph all jewelry that comes into Department possession. The recovering officer will place the photograph inside the property envelope.
- d. A supervisor will ensure the property is properly marked and entered in the property book and sign the property receipt.
- e. The property will be placed in the property locker along with the property locker key.
- f. When an officer seizes over \$200.00 in change, it will be taken to the City Treasurer's Office for an accurate count prior to submission to Court Property Unit.
 - 1) After normal business hours, the property will be placed in the district/section/unit property locker. A notation will be made in the district/section/unit blotter advising first relief to transport the change to the City Treasurer's Office.
2. Controlled substances
 - a. A controlled substance is any drug, compound, mixture, preparation, or substance included in Schedule I, II, III, IV, or V. Any drug requiring a prescription for dispensation is also a controlled substance.
 - b. A supervisor will verify the weight of the drug or substance, the weight recorded on the Form 330, and the weight listed on the property envelope. The supervisor will conduct the verification in the presence of the recovering officer.
 - c. A supervisor will ensure the property is properly marked and entered in the property book and sign the property receipt.

- d. The property will then be placed in the property locker along with the property locker key.
- 3. The presence of a supervisor is required when any property listed in Sections L.1. and L.2. is placed in or removed from a unit property room. The supervisor will remain until the transaction is completed.
- 4. Potentially hazardous materials
 - a. Potentially hazardous material is any property possibly contaminated by blood or other body fluids.
 - b. Place biohazard warning labels on all property possibly contaminated by blood or other body fluids. Ensure the label is plainly visible to other personnel handling the property.
 - c. Use a syringe tube to package any needle coming under police control. Place a biohazard warning label on the container.
 - 1) Attach a property tag to the syringe tube. Do not place the tube in a property envelope.
 - d. The property will then be placed in the property locker along with the property locker key.

M. Perishable Property Requiring Refrigeration

- 1. Store in the refrigerator located at Court Property Unit.
 - a. When Court Property Unit is closed, use the CIS refrigerator.
 - 1) Complete a Form 330 and mark "Held at CIS".
 - 2) Mark the unit property book at the originating unit "Held at CIS".
 - 3) Deliver the property and all copies of the Form 330 to CIS desk personnel.
 - 4) CIS desk personnel will receive the property and make an entry in the CIS refrigerator property book.
 - 5) CIS desk personnel will sign and date the reverse side of all copies of the Form 330.
 - b. Court Property Unit personnel will pick up the property from CIS each weekday morning and transfer it to the refrigerator in Court Property Unit. The transferring officer will note the transaction by making an entry in the CIS refrigerator property book.
 - 1) Court Property Unit will assign a property number on the Form 330. The delivering officer will take the yellow copy of the Form 330 to his unit of assignment.

- 2) Court Property Unit retains the white copy for their files.

N. Storing Gasoline Powered Equipment

1. Take mopeds, power lawn mowers, or other gasoline powered objects to the Impound Unit for storage.
 - a. Report mopeds on a Form 301, Incident Report.
 - b. Report power lawn mowers or any items other than vehicles using gasoline on a Form 330 along with the white Form 64, Property Tag, or the yellow Form 327, Court Tag.

O. Storing of Flammable Liquids, Fireworks, etc.

1. Flammable liquids such as gasoline, kerosene, fuel oil, or similar substances capable of ignition, creating an explosion, or burning with extreme rapidity, are kept in a locked outdoor storage facility under the control of the Impound Unit.
2. Summon a supervisor if there is any doubt about the safe transportation of the above substances to the Impound Unit. If necessary, call the Fire Department to assist in the safe transportation of volatile substances.
 - a. After normal business hours, contact a captain or above for authorization to recall Impound Unit personnel.
3. Flammable liquid requiring analysis
 - a. Obtain a suitable specimen container from the Impound Unit. Transfer liquid to the container, properly seal, and identify with the recovering officer's name and badge number.
 - b. The specimen, along with the Evidence Submission Sheet completed by the recovering officer, will be picked up from the Impound Unit by Court Property Unit personnel. Court Property Unit personnel will have the specimen analyzed according to Procedure 12.720, Evidence: Submitting for Physical Analysis. After analysis, return the specimen container to the Impound Unit storage facility.
4. Form 330, Property Receipt
 - a. The Impound Unit will forward the Form 330 to Court Property Unit if no analysis is requested.
 - b. Upon completion of processing, Court Property Unit personnel will distribute the copies as follows:
 - 1) Yellow copy to the district/section/unit commander.
 - 2) White copy retained at Court Property Unit.

5. Request the Fire Department respond whenever high-powered explosives are encountered.

P. Identifiable and Unidentifiable Property

1. The recovering officer will initiate a computer check on all identifiable property bearing a serial or model number, manufacturer's name, etc.
 - a. If the property is recovered lost property and can be identified, it will be processed as outlined in procedure 12.400, Incident Reporting, Miscellaneous Reporting.
2. The recovering officer will indicate a computer check and necessary follow-up has been completed by listing the verifying officer's name and badge number in the lower right-hand portion of the Form 330.
3. Property recovered as a result of a computer query
 - a. Cincinnati Police Department entries - note the facts on a Form 311, Incident Closure Report, and route to Records Section for cancellation of the computer entry.
 - b. Other agencies' entries - notify the CIN1 operator at Police Communications Section (PCS) and provide the recovery data. The CIN-1 operator will teletype the information to the originating agency for their removal from the computer file.
4. Prepare a Form 301 Incident report for all found identifiable property that is not matched to property listed in the RCIC data base.
5. If the property is not identifiable, note "N/A" in the lower right-hand portion of the Form 330 along with the officer's name and badge number. Prepare a Form 317 for found unidentifiable property.

Q. Form 330, Property Receipt

1. When forwarding articles such as guns, TVs, CB radios, bicycles, lawn mowers, watches, or any other items which have an identifiable serial number to Court Property Unit, the forwarding unit should include the following information on the Form 330:
 - a. Type of item.
 - b. Brand name.
 - c. Serial number.
 - d. Model number.
 - e. Color.
 - f. Characteristics which would aid in identification of the item.

- g. Name and badge number of processing officer checking computer files.

R. Processing of Firearms

1. Recovery of Firearms

- a. Photograph each firearm prior to moving it, when possible (see Procedure 12.615, Section D.3.a.).
- b. Sketch the location of the firearm and all persons associated with it. When possible, measure the distances of the firearm to the person.
- c. Make the firearm safe without obliterating fingerprints or other evidence, when possible.
- d. If a firearm cannot be made safe without destroying evidence, a supervisor will determine if, how, and where the firearm will be transported.

2. Report all firearms coming into police control on Form 313, Firearm Report.

- a. Fill out all blocks completely except "Barrel Length". Court Property Unit personnel will complete this block.
- b. List the complete number found on the frame, including prefix and suffix letters.
- c. If a firearm does not have a serial number, note this in the "Serial Number" block.
- d. In all felony arrests involving the confiscation of a firearm, whether or not a weapons offense has been charged, the submitting officer will print "**ATTENTION RIP CASE**" in bold lettering in the "Detail/Remarks" section of the Form 313.

3. Query all firearms coming under police control through the Regional Crime Information Center and the National Crime Information Center.

- a. The officer having original control of the firearm will run the query.
- b. If the firearm is reported lost or stolen from outside of the City of Cincinnati, the officer running the query must notify CIN1 to contact the originating agency and confirm the stolen status. Officers will not contact the originating outside agency for confirmation.
 - 1) Confirmed stolen or lost firearms recovered will be reported to Teletype by the Court Property Unit and receive a cancellation teletype number.

- 2) The Court Property Unit will fax a copy of the Form 313, Firearm Report, which will include the cancellation teletype number, to Teletype. Court Property Unit officers must call to confirm receipt of the fax and record the teletype number on the Form 313.
 - c. Court Property Unit will not accept firearms unless they have been queried through the computer.
4. Attach Form 327, Property Tag, Form 330, Property Receipt, and a Form 313, Firearm Report, to all firearms coming into police control.
5. Place all firearms in a gun envelope.
 - a. If a firearm will not fit in a gun envelope, attach a Form 327, Form 330, and Form 313, along with the computer query, to the firearm.
6. Place the computer printout and Form 313 inside the gun envelope. Ensure the following information is on the printout:
 - a. The words "To Court Property Unit".
 - b. Date and time the printout was forwarded to Court Property Unit.
 - c. The originating agency terminal identifier (example: DST1, PARK, CVCS, etc.).
7. If body fluids are on the firearm, attach all paperwork to the outside of the gun envelope.
 - a. Place a biohazard label on the outside of the gun envelope or cardboard firearms property box.
8. Routing of the Form 313
 - a. File the original and a copy of the Form 313 at the reporting unit.
 - b. Attach two copies to the firearm.
 - 1) Court Property Unit will file one copy and forward the other copy to the Bureau of Alcohol, Tobacco, Firearms and Explosives.
9. Test firing weapons
 - a. The primary officer is responsible for test firing the weapon as soon as possible.
 - b. If no weapons charges are filed or the firearm is found property, no test firing is required by the primary officer.
 - 1) CIS officers will test fire these weapons for entry into the National Integrated Ballistic Information Network (NIBIN).

- c. In situations where officers believe it is unsafe to test fire the weapon, they will transport the firearm to CIS. The weapon will be logged into the CIS property book and stored in a property locker.
 - 1) The property will be marked, "Unsafe weapon – hold for Special Investigations Squad (SIS)".
 - 2) If the SIS investigator believes the weapon is unsafe, the weapons will be transported to the Firearms Training Unit for inspection by an armorer. If the weapon is determined to be safe, the SIS investigator will test fire the weapon or witness the test.

10. Packaging of Magazines, Ammunition, Bullets, and Casings

- a. Package magazines, ammunition, bullets, and casings separately in a cartridge envelope and place them in a property envelope.
- b. When a firearm is not found at the scene or not involved in the recovery, package magazines, ammunition, bullets, and casings in standard property envelopes.

S. Return of Confiscated Firearm(s)

- 1. If an officer confiscates a firearm from a citizen, the citizen may get the firearm back if:
 - a. There is a court order from a judge, or
 - b. The Police Chief approves a written request from the citizen requesting the return of the firearm.
 - c. Officers will query the confiscated firearm(s) and person requesting the firearm(s) to ensure he/she is in compliance with ORC 2923.13, Having Weapons While Under Disability. The person requesting the firearm must prove ownership or the right to possession of the firearm and sign Form 332, Release of Firearms. This is a three-part form, distribute as stated at the bottom of the form.
- 2. When a confiscated firearm is returned to its owner, the Police Department will, before returning the firearm, require the owner to prove ownership or the right to possession of the firearm.
 - a. An owner may demonstrate ownership or the right to the possession of a firearm using one of the following:
 - 1) A bill of sale with the description, serial number, and owner's name.
 - 2) A police query showing the firearm is registered to the owner.

- 3) Possession of a court order ordering the return of the firearm to the owner.
- 4) Presenting his homeowner's insurance showing the firearm is listed and reported lost or stolen from the owner.
- 5) A dealer presenting an inventory with the firearm and serial number listed and that the firearm was reported stolen or missing from the owner's business.

T. Concealed Carry Licenses

1. Concealed Carry Licenses may be seized when a license holder is arrested for any of the following:
 - a. Any felony offense.
 - b. Any misdemeanor offense of violence as defined in Section 2901.01 of the Ohio Revised Code.
 - c. Any drug offense.
 - d. Violation of a Temporary Protection Order.
2. Process Concealed Carry Licenses separately from other seized property. Attach a copy of the Form 527, Arrest and Investigation Report, or the Form 314, Notice to Appear, to the Form 330, Property Receipt.
 - a. If the license is required as evidence for court proceedings, mark the license as needed for "Court".
 - b. If the license is subject to confiscation but not required as evidence for court proceedings, mark the license as "Confiscated".
 - 1) Upon receipt of a Concealed Carry License, Court Property Unit will make the necessary notification of the license seizure to the issuing agency. Confiscated licenses will be immediately mailed back to the issuing agency. Licenses held for court will be mailed back to the issuing agency upon conclusion of any criminal proceedings.
 - c. All seized Concealed Carry Licenses should be submitted to Court Property Unit. Licenses should not be retained in the Form 527E, Case Investigation Jacket, or in personal case jackets if a Form 527E is not required.
 - d. Found Concealed Carry Licenses will be processed as found property per Court Property Unit's current Standard Operating Procedure.

U. Safes, Bicycles, and Large Evidence

1. Take the property directly to the Court Property Unit during normal business hours.

V. Fraudulent Checks

1. Fraudulent checks are maintained in secure case jackets by the assigned Financial Crimes Squad or district investigator and are not delivered to Court Property Unit.
2. Enter checks received into the Check Complaint Book maintained by the Financial Crimes Squad. Entries will consist of the:
 - a. Complainant's name and address.
 - b. Suspect's name.
 - c. Charge.
 - d. Assigned investigator.
 - e. Amount of the check.
 - f. Date received.
3. Checks remain a part of the file and will not be disposed of after the court action.

W. Fraudulent Prescriptions

1. Fraudulent prescriptions are maintained in secure case jackets by assigned Central Vice Control Section investigators and are not delivered to Court Property Unit.
2. Provide pharmacies with a Form 328, Prescription Receipt Form, (pharmacy - top copy, case jacket - bottom copy) for prescriptions kept as evidence.
3. Prescriptions remain a part of the file and are not disposed of after the court action.

X. Evidence suspected of containing bed bugs

1. Collect and package the evidence in accordance to the Investigation Manual, 2.4.0, and the Forensics Manual. Completely seal all openings with packing tape (evidence tape may not thoroughly hold). Proper collection and packaging techniques will properly contain bed bugs to prevent escape.
2. Process the evidence outdoors when possible.
3. Line work area with plastic sheeting.

4. Upon completion, carefully fold the plastic and dispose of by placing and tightly sealing in a plastic bag/garbage bag. Place this bag in another tightly sealed plastic bag/garbage bag for disposal.
5. Clearly indicate on the outside of the property envelope/bag that the evidence may contain bed bugs.

Y. Status of Property Items

1. When property is being held as evidence, the Court Property Unit clerk will initiate a disposition order. The clerk will forward the orders to the responsible officer's commander.
2. The district/section/unit commander will ensure the responsible officer completes the disposition order and returns it to Court Property Unit within 14 days.
 - a. Officers requesting evidence be held for a longer period of time must provide a written explanation as to why the evidence needs to continue to be held.
3. Officers should consult and be aware of the statute of limitations for offenses as outlined in the Ohio Revised Code 2901.13, Limitations of Prosecution, when completing disposition orders.
 - a. Limitation for prosecution of a felony is six years.
 - 1). The following felony offenses have no statute of limitations:
 - a). 2903.01, Aggravated Murder
 - b). 2903.02, Murder
 - 2). The following have extended statute of limitations of twenty years:
 - a). 2903.03, Voluntary Manslaughter
 - b). 2903.04, Involuntary Manslaughter
 - c). 2905.01, Kidnapping
 - d). 2907.02, Rape
 - e). 2907.03, Sexual Battery
 - f). 2907.04, Unlawful Sexual Conduct with a Minor
 - g). 2907.05, Gross Sexual Imposition
 - h). 2907.21, Compelling Prostitution
 - i). 2909.02, Aggravated Arson
 - j). 2909.23, Making Terroristic Threat

- k). 2911.01, Aggravated Robbery
 - l). 2911.02, Robbery
 - m). 2911.11, Aggravated Burglary
 - n). 2911.12, Burglary
 - o). 2903.11, Felonious Assault (If victim is a peace officer)
 - p). 2903.12, Aggravated Assault (If victim is a peace officer)
 - q). 2903.13, Assault (If a felony or violation of former 2907.12 section as it defined sexual penetration)
 - r). 2923.01, Conspiracy (conspiracy to commit any of the above)
- b. Limitation for prosecution of a misdemeanor is two years.
- c. Limitation for prosecution of a minor misdemeanor is six months.
- 4. Retention of biological evidence:
 - a. Biological evidence must be retained for the following crimes:
 - 1) 2903.01, Aggravated Murder
 - 2) 2903.02, Murder
 - 3) 2903.03, Voluntary Manslaughter
 - 4) 2903.04, Involuntary Manslaughter (Felony of the first or second degree)
 - 5) 2903.06, Aggravated Vehicular Homicide, Vehicular Homicide, Vehicular Manslaughter (Felony of the first or second degree)
 - 6) 2907.02, Rape
 - 7) 2907.03, Sexual Battery
 - 8) 2907.05(A)(4) or (B), Gross Sexual Imposition
 - 9) Attempt to commit a violation of 2907.02, Rape
 - b. Biological evidence will be retained for the period of time the offense or act **remains unsolved** for the following offenses:
 - 1) 2903.01, Aggravated Murder

- 2) 2903.02, Murder
- c. Biological evidence will be retained for thirty years for the following offenses if the offense or act **remains unsolved**:
 - 1) 2903.03, Voluntary Manslaughter
 - 2) 2903.04, Involuntary Manslaughter (Felony of the first or second degree)
 - 3) 2903.06, Aggravated Vehicular Homicide, Vehicular Homicide, Vehicular Manslaughter (Felony of the first or second degree)
 - 4) 2907.02, Rape
 - 5) 2907.03, Sexual Battery
 - 6) 2907.05(A)(4) or (B), Gross Sexual Imposition
 - 7) Attempt to commit a violation of 2907.02, Rape
- d. Biological evidence will be retained in cases where a person is **convicted** or pleads guilty of one of the offenses listed in X.4.a. of this procedure for 30 years or until the expiration of the latest period of time that the person is:
 - 1) Incarcerated
 - 2) Under community control sanction
 - 3) Under any order of disposition for the offense
 - 4) Under judicial or supervised release for the offense
 - 5) On probation or parole for the offense
 - 6) Under post-release control for the offense
 - 7) Involved in civil litigation or subject to registration
- e. Biological evidence can be disposed of prior to the expiration of listed time periods under two circumstances:
 - 1) When an offender is **found guilty** of one of the offenses listed in X.4.a. of this procedure:
 - a) A written notice of intent to dispose of the biological evidence must be provided to the following by certified mail:
 - 1] The offender
 - 2] The attorney of record for the offender

- 3] The Ohio public defender
- 4] The county prosecutor
- 5] The Ohio Attorney General
- b) When there is no response received after one year, the biological evidence may be disposed of.
- c) The biological evidence will be retained if any of the listed parties requests its retention.
- 2) When an offender **pleads guilty or no contest** to one of the offenses listed in X.4.a. of this procedure, biological evidence can be destroyed five years after the plea and any appeals from the plea have been exhausted, unless the offender requests retention and a court finds good cause to retain the evidence.

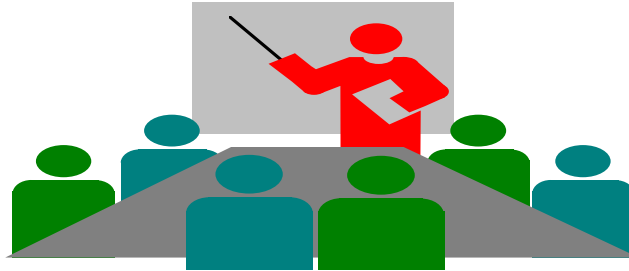
Z. Reassignment of Responsible Officer

- 1. Once an investigator is assigned a case, any previous evidence entered into the Court Property Unit belonging to the case must be transferred into the newly assigned investigator's name.
 - a. The investigator will send an email to the Court Property Unit including the property ACE number and current responsible officer in order to have the property reassigned.
 - 1) The email address for the Court Property Unit is CPDCPU.
- 2. When Personnel Unit is advised that an officer is leaving the Cincinnati Police Department, they will advise the Court Property Unit.
- 3. Court Property Unit will query all evidence where the officer is listed as the responsible officer and then send disposition orders to the officer's unit commander who will then assign them to the Investigative Unit Supervisor.
 - a. The Investigative Unit supervisor will coordinate the status of evidence responses with the officer.
 - b. If the evidence needs to continue to be held, the officer will, if possible, identify a new responsible officer for the evidence and return the disposition order with the new responsible officer clearly marked.
- 4. If an officer is terminated or leaves prior to the arrival of the disposition orders, the Investigative Unit supervisor will be responsible to determine a new responsible officer for evidence that still needs to be held in connection with reportable offenses.

AA. Proceedings for the Forfeiture of Property

1. Officers will refer to procedure 12.735, Federal and State Forfeitures, when processing property believed to be subject to forfeiture.

Cincinnati Police Academy Training Bulletin



Bed Bugs

#2010-14

December 2010

Purpose

Why issue this training bulletin?

Across the country, bed bug infestations have risen significantly. This is true in Cincinnati as well. The following information is provided to educate officers in recognizing and preventing the spread of these pests.

References

Bed Bug Control, A Guide for Harvard Faculty, Students and Staff, Harvard University, Environmental Health and Safety, Gary D. Alpert Ph.D.

Bed Bugs, University of Kentucky College of Agriculture, Michael F. Potter, Urban Entomologist

Cincinnati Environmental Health Dept.
Dale Grigsby, Supervising Sanitarian

Cincinnati Procedure Manual:

12.020 Uniforms, Related Equipment and Personal Grooming

12.030 Vehicles: Assignment, Use and Maintenance

12.715 Property and Evidence: Confiscation, Accountability, Processing, Storage and Release.

Information

Common bed bugs (*cimex lectularius*) are found everywhere throughout the world. Their name comes from their tendency to live between the mattresses of beds and feed on the bed's occupants at night. Bed bugs hide in small crevices, and may be found in/on luggage, furniture, clothing, pillows, linens, boxes, and other bedroom objects – particularly bed frames and mattresses. Outbreaks can often be traced to travel, especially from areas where bed bugs are common. Use of second hand furniture is another way areas become infested. Bed bugs are small, cryptic, and agile. They do not fly or jump, but they do move swiftly across floors, ceilings, walls, and furniture.

What do they look like?

Bed bugs are small, about 1/5th of an inch, and can be readily seen by the naked eye. They are wingless, oval, and flattened in appearance. **Immature** bed bugs are light brown or yellow – unless they have recently fed on blood. If they have recently fed, they will be darker in the middle. **Adults** will be reddish brown in color and will also appear darker after they have fed on blood.



How long do they live?

Adult female bed bugs may lay 500 eggs over their life span, which can be 6 months to 1 ½ years. After a blood feeding, females will mate up to 5 times and lay 1 to 5 eggs a day in small cracks and crevices. Eggs will hatch within 7 to 17 days depending upon the temperature. Eggs can be seen by the naked eye and are usually found under the seams of mattresses – where they are attached by a sticky adhesive substance that covers the entire egg. Bed bugs can survive several months without feeding.

How do bed bugs feed?

Bed bugs will “bite” their host by penetrating the skin with a sharp beak like mouth that contains two tubes. One tube injects saliva to thin the blood and the other tube then pumps the blood back to the bug. Feeding may last several minutes and they can bite again just a few inches away from another bite.



During feeding, the adult expands as it becomes engorged with blood and leaves behind a small fecal droplet. This droplet can be left on the host or on linens, mattresses, baseboards, bed boards, etc. These droplets appear as “rust like” spots and indicate bed bugs have been feeding.



Is there any reaction to the bite – how will I know if I have been bitten?

Frequently, the first evidence of a bite is the sudden appearance of very small bites on your torso. Some individuals have almost no responses to bites, while others can have a severe reaction of itching and welts. Welts are often a more severe reaction occurring over time and with numerous bites. It is difficult to determine if bites are from bed bugs without collecting a sample of the bed bug specimen.

Am I at risk for disease if bitten by bed bugs?

This insect is not known to transmit any disease to humans. Their effect is limited to itching and inflammation from their bites.

Discussion

Can I bring bed bugs home on my shoes?

It is unlikely that would occur. Bed bugs hide in cracks and crevices – mattresses, linens, bedroom furniture, etc.

Are bed bugs more of a concern at different times?

Bed bugs are active during the night time (feeding on their hosts) and hide during the day. Entering an infested area during the day should not be cause for alarm.

Will certain living conditions cause an infestation?

Bed bugs often spread from room to room throughout a building after they are introduced to a location. **Unlike some bugs that feed on filth, the level of cleanliness has little to do with infestation.** If there are hiding places and hosts, clean areas are almost as vulnerable as places of squalor.

When bed bugs are found on an employee

- ◇ Conduct a visual inspection to identify affected areas.
- ◇ Provide the employee a private place to do a thorough visual self-inspection.
- ◇ Place employee's unneeded items/personal items into a plastic bag/garbage bag and tightly seal. Place that bag into another plastic bag/garbage bag and tightly seal the outer bag. The bag may remain in the workplace with the employee. ***The employee does not need to be removed from the workplace.***

When bed bugs are found in a City facility

- ◇ A supervisor will confirm the existence of bed bugs.
- ◇ Notify custodial staff to vacuum the affected area.
- ◇ Complete a Cincinnati Health Department Incident Report and fax it to the Health Department (found in the "Forms" section of the City Intranet)

Bed bug infestation in a City vehicle

- ◇ Supervisor will confirm the existence of the bed bugs and take the vehicle out of service. Once the vehicle has been treated, the vehicle will remain out of service for 48 hours.
- ◇ Notify the facility's administrative assistant, complete a Cincinnati Health Department Incident Report, and fax it to the Health Department (found in the "Forms" section of the City Intranet)

Evidence suspected of containing bed bugs

- ◇ Cover an area with plastic sheeting or a large plastic bag.
- ◇ Process the evidence outdoors when possible.
- ◇ Upon completion, carefully fold the plastic and dispose of by placing and tightly sealing in a plastic bag/garbage bag. Place this bag in another tightly sealed plastic bag/garbage bag for disposal.
- ◇ Clearly indicate on the outside of the property envelope/bag that the evidence may contain bed bugs.
- ◇ Proper collection and packaging techniques will properly contain bed bugs.

Common Sense Prevention

- Officers should not sit down in residences. All furniture can harbor these insects. Bed bugs hide in crevasses, cracks, furniture or any small place.
- **Do not set down bags, briefcases or take anything inside** that when placed on the floor would allow bugs to crawl inside.
- If there is a known (or suspected) infestation, officers can **use rubber bands to “band” their pants at the ankles** to keep bugs from crawling into shoes, socks, or pants.
- If it is necessary to handle items you believe may be infested, (bed sheets, linens etc), **wear gloves with the glove over top of the shirt sleeve**. This will serve to band the sleeve and prevent entrance for bed bugs into the clothing.
- **High temperatures kill bed bugs.** Bedding and clothing that may be infested with bed bugs should be washed in hot water and dried on a high temperature setting. Drying items on a high setting where the temperature is maintained at 120 degrees for 20 minutes will kill bed bugs and their eggs.
- **Cold temperatures kill bed bugs** Items kept at constant temperatures below freezing (32 degrees Fahrenheit) will also kill bed bugs.

Awareness and common sense are the best measures for prevention



CINCINNATI-HAMILTON
COUNTY
HOMELAND SECURITY



Awareness & Response to Biological Events

Sponsor: Cincinnati-Hamilton County Homeland Security
Cincinnati Police Department

Where: Cincinnati Police Academy
800 Evans Street
Cincinnati, Ohio 45204

When: February 16, 2011
8:00 a.m.-4:00 p.m.

Who Should Attend:

- Law Enforcement
- Emergency Medical Services
- Emergency Management Agency
- Fire Service
- HazMat
- Public Works
- Public Health
- Health Care
- Military
- Private Sector

Course Description:

This course provides an overview of the biological threat the United States now faces. Further, the course outlines the biological agents that are naturally occurring or could be used deliberately, and the methods of protection from biological agents (with an emphasis on protection using methods and equipment readily available to emergency responders). The course supports the necessity for team work (through a review of the Incident Command System [ICS], the National Incident Management System [NIMS], and the National Response Plan among all responding agencies and actions all personnel can take to support and facilitate the operations of other responding agencies.



What You Will Cover:

- Biological events in their historical context
- Biological agents that may be used in bioterrorism, and the characteristics and diseases they cause
- Components of ICS, NIMS, and NRP in relation to a response to a biological event
- Personal protective equipment and decontamination

Course Delivery: Louisiana State University, National Center for Biological Research & Training Academy of Counter-Terrorism Education

**Training is fully funded by a training grant
Provided by the Department of Homeland Security**

Course Maximum is 40 students

***Deadline to register for these workshops is:
January 17, 2011***

To register please complete the attached registration form and forward by fax to 513.263.8095 or email:

Barry.Webb@hamilton-co.org

PREREQUISITES TO ATTEND THIS COURSE:

- Successful completion of a WMD Awareness level training course

Questions may be directed to Barry Webb, Training Coordinator, at
513.263.8059



Cincinnati-Hamilton County Homeland Security Training Course Registration

Course Title: Awareness & Response to Biological Events February 16, 2011

PLEASE TYPE OR PRINT ALL INFORMATION

Name:	Current Job Position:
-------	-----------------------

Name & Address of Organization Represented:
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Work Phone:	Mobile Phone:
Male <input type="checkbox"/> Female <input type="checkbox"/>	Fax:
Home Phone:	Email Address:

Complete the information below regarding the pre-requisites requirement		
Training Course	Date Attended	Location
_____	_____	_____
_____	_____	_____

Do you have any disabilities (including allergies or medical conditions) which require special considerations? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please describe

Briefly describe your job responsibilities as they relate to the course for which your are applying, and identify how you will use the information obtained from this course:

"I certify that the information recorded on this application is correct. I agree to abide by the policies stated in the most recently published Ohio Emergency Management Agency Training Catalog"

_____/_____ Applicant's Signature	_____ Date	_____/_____ Supervisor's Signature	_____ Date
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Send Applications to: Cincinnati-Hamilton County Homeland Security
Attention: Barry Webb, Training Coordinator
Fax: 513.263.8095
Email: Barry.Webb@hamilton-co.org
Registration Deadline: January 17, 2011

December 2, 2010

Chief Thomas H. Streicher, Jr.
Cincinnati Police Department
310 Ezzard Charles Dr.
Cincinnati, OH 45214

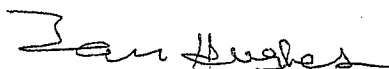
Dear Chief Streicher:

Thank you for permitting Sergeant Diane Reed to attend the 124th Administrative Officers Course at the Southern Police Institute. She has successfully completed a rigorous academic program designed to assist in the development of police administrative and command personnel. To successfully complete this program the student is required to master its academic requirements, prioritize course objectives, manage time appropriately, while identifying and using resources available within their fellow students and the University. Sergeant Reed applied herself diligently to this effort.

We are grateful for the support and confidence you have shown in the Southern Police Institute by providing us with the opportunity to instruct your officer. It is our hope that you will continue that support by providing a similar opportunity for others under your command to participate in our future programs. Your support helps us achieve our mission of advancing the professional preparation, knowledge and skills of current and future law enforcement administrators.

Lastly, we are a customer oriented learning institute. Please feel free to contact us if you have any suggestions that would assist us in our mission.

Sincerely,



Thomas Hughes, Ph.D.
Director
Southern Police Institute

DAVID M. NORCROSS

December 3, 2010

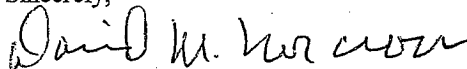
Colonel Thomas Streicher, Jr.
Chief, City of Cincinnati Police Department
310 Ezzard Charles Drive
Cincinnati, OH 45214

Dear Chief Streicher:

On Wednesday December 1, it was my misfortune, along with a co-worker Jim Cogswell, to be dangerously stranded on busy I-71 just after coming out of the Lytle Park Tunnel. We had a blow out and came to a stop far to the left. We were so close to the wall that Jim could not open the door. Traffic on my side zoomed by it seemed only inches from us, and we both were very uneasy. Shortly after calling 911 Officer Howard Smith arrived on his motorcycle and took professional charge of the situation. He first slowed, stopped traffic so that Jim could drive on our shredded tire to a near by safe zone. He then parked behind us with his flashing blue lights warning drivers to the situation. When we started to change our tire, Officer Smith offered to help us. In absolute fact, it was Jim and I who helped Officer Smith change our tire. When we expressed our thanks to him, he said that he did it all the time and it was no big deal. The spare tire was quite low and to insure our safe travel Officer Smith escorted us to the Thomson MacConnell Cadillac dealership.

Officer Smith is not only a true professional. He is a gentleman. From his demeanor it was obvious that he was glad to help a couple of old guys who had experienced a dangerous event on a busy highway.

Sincerely,



David M. Norcross

Cc: Mayor Mark Mallory

12/2/10

To whom it may concern,

I wanted to let you know about a wonderful experience I had with one of your officers this past week. I was on my way to work when I got a flat tire on Ft. Washington Way. I was stranded on the side of the highway when Officer Thomas Haas arrived. He called a CVS / Samaritan van to see if someone could repair my tire, but all vans were busy at the time. Officer Haas then proceeded to change the tire on his own, all while standing directly next to the highway. Although my situation was minor, I appreciate the kindness that Officer Haas showed to me. I ~~was~~^{am} a teacher and was very worried about



being late to teach my class, but thanks to your officer, I was barely late and I was able to quickly get on with my morning. I just wanted to send my appreciation and let you know that one of your officers made my day.

Sincerely,

Emily Hinkle ☺